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CITY AND COUNTY OF SAN FRANCISCO

BUDGET ESTIMATES

FOR FISCAL YEAR 1979-1980

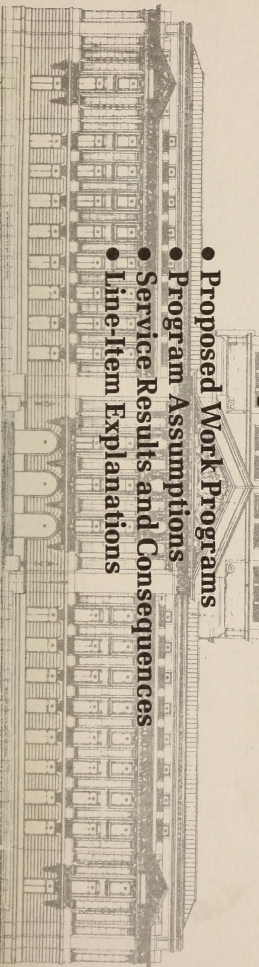
Volume II, Part B

APR 7 1979

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BUDGET JUSTIFICATIONS

- Proposed Work Programs
- Program Assumptions
- Service Results and Consequences
- Line-Item Explanations





DEPARTMENT OF SOCIAL SERVICES
DEPARTMENT, BOARD OR COMMISSION

*TOTAL LESS NON-BUDGETED REVENUES.

WORK PROGRAM SUMMARY

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PROGRAM OF FUNCTION		APPROVED		BASE		FULL BUDGET	
#	POS.	#	POS.	#	POS.	#	POS.
1978-79	A. Aid to Families with Dependent Children	317	\$ 64,198,014	252	\$62,453,641	336	\$62,453,641
	R. Foster Care of Children	32	12,832,008	27	13,012,150	35	13,012,150
	C. Non-Assistance Food	176	3,577,554	141	5,033,023	210	6,596,800
	D. Maternal-Child Temp	290	4,831,312	231	4,831,312	324	7,584,482
	E. General Assistance	76	4,220,372	60	4,220,372	81	7,584,482
	F. Licensing	7	176,595	6	154,724	11	276,331
	G. Aid to Potentially Self-Supporting Blind	57,860	1,196,275	12	1,292,546	9	1,447,981
	H. Indochinese	12	1,196,275	9	1,292,546	9	1,447,981
	I. Aid to Families of Dependent Children-Ser	166	4,149,982	136	3,629,082	193	4,906,153
	J. SSI/SSP - Services	94	3,144,310	76	2,908,819	88	3,139,371
	K. Medically-Needy Only	3	65,647	3	57,517	9	222,487
	L. SSI/SSP Homemaker/Chore	-	-	-	-	-	-
	M. Income Eligibility	12,683,728	15,801,714	-	-	15,916,584	-
	N. WIN	587,483	514,681	21	514,681	35	885,662
1979-80	O. Options	11	683,214	8	556,888	10	619,000
	P. SSI/SSP Out-of-Home Care	9	683,214	8	556,888	11	565,251
	Q. Child Welfare Service	9,080	7,955	7,955	21,420	1	21,420
	R. Child Development	67	891,390	52	130,660	5	130,660
	S. Indochinese-Services	1	74,882	1	74,882	2	1,194,205
	T. State Adult Program	7	274,921	6	274,921	8	314,618
	U. Cuban Refugees and Repatriates	Part-Time	205,471	Part-Time	6,255	-	10,650
	V. Child Support	20	360,252	15	317,803	22	456,855
	W. Other Unallocated Cost	-	-	-	-	-	-
	X. Administration	4,919,765	4,233,185	211	5,297,405	290	5,297,405
	Y. Capital Improvements	-	550,000	-	550,000	-	763,000
TOTAL:		1571	\$123,485,019	1268	\$131,242,653	1764	\$131,242,653
		1571	\$118,675,481	1268	\$123,485,019		

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WORK PROGRAM SUMMARY

DEPARTMENT OF SOCIAL SERVICES
DEPARTMENT, BOARD OR COMMISSION

*TOTAL LESS NON-BUDGETED REVENUES.

Page 1-B

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PROGRAM OF FUNCTION	1978-79		1979-80							
	APPROVED	# POS.	BASE	# POS.	FIRST ADD-ON	# POS.	SECOND ADD-ON	# POS.	THIRD ADD-ON	# POS.
A.										
B.										
C.										
D.										
E.										
F.										
G. Administration										
H. Unallocated Costs										
I. Equip/Cap. Outlay										
GROSS BUDGET*										
					1979-80 FULL BUDGET					
REVENUE										
Ad Valorem	\$ 12,391,026		\$ 6,541,545		\$ 11,023,529					
State Subventions	55,021,838		55,387,841		59,111,272					
Federal Subventions	56,066,155		56,514,817		60,376,574					
Fees and Charges	6,000		6,000		6,000					
Other Revenues	-		225,278		1,225,278					
TOTAL REVENUE	\$123,485,019		\$ 118,675,481		\$ 131,742,653					
EXPENDITURE DETAIL										
A. Permanent Salaries	\$ 19,229,120		\$ 16,752,794		\$ 22,464,607					
B. Other Personnel Costs	819,000		679,770		1,536,955					
C. Mandatory Fringe Benefits	5,625,976		4,684,390		6,287,914					
D. Direct Service Contracts	1,694,577		1,753,266		1,976,273					
E. Aid Payments	89,070,674		89,039,314		91,708,454					
F. Operating Expense	3,602,672		5,215,947		7,005,450					
G. Equip/Cap. Outlay	550,000		550,000		763,000					
GROSS BUDGET*	\$123,485,019		\$ 118,675,481		\$ 131,742,653					
G. Less Salary Savings	-0-		-0-		-0-					
H. ACTUAL BUDGET	\$123,485,019		\$ 118,675,481		\$ 131,742,653					
I. Permanent Employments	1,495		1,205		1,607					
J. IDMO Employments										
K. Grant Funded Empl.										
L. Other Employments										

1130

45 DEPT. DIV. SECTION FUND 001 12

SERIAL NUMBER
DEPARTMENT, BOARD OR COMMISSION

WORK PROGRAM DETAIL

Name of Program or Function: 1977-78

Program Description:

1977-78: 1977-78 is provided families with children under 2 who live at home. Includes in their home, when they are not at home, the following: for income, property and deprivation of a parent by death, absence, inability of unemployment.

Identification from Summary A

1977-78 Actual 1978-79 Estimated 1979-80 Estimated

Program Outputs:

Unit

A. <u>Careload</u>	189927	774001	168000	168000	168000
B. _____					
C. _____					
D. _____					
E. _____					

II. EXPENDITURE DETAIL

A. Permanent Salaries	\$ 3338011	\$ 3539238	\$ 3809407
B. Other Personnel Costs	121984	150742	260627
C. Mandatory Fringe Benefits	819098	1044019	1066265
D. Direct Service Contracts	867665	1722667	1419526
E. Operating Expenses and EDP (includes equipment)			
F. Facilities Maintenance	78499	85585	121806
G. Equipment & Cap. Outlay			
H. Assistance Payments	5818392	60500000	55776000
I. _____			
J. TOTAL REQUESTED FOR THIS FUNCTION	\$ 62405109	\$ 66650252	\$ 62452641

III. EMPLOYMENT DETAIL

A. Permanent Employments	1977-78 Approved	1978-79 Approved	1979-80 Requested
B. IDMO Funded Employments	207	202	206
C. Grant Funded Employments			
D. Other Temporary Employments	15	15	30
E. Full-Time Employees in Funded Positions			
F. Part-Time Employees in Funded Positions			
TOTAL	222	317	236

DEPT. DIV. SECTION FUND PAGE

SOCIAL SERVICES
DEPARTMENT, BOARD OR COMMISSION

PROGRAM DESCRIPTION

Name of Program or Function

Identification from Summary B

Program Description:

General assistance program to provide for Foster Home or Institution care of children.

1977-78
Actual

1978-79
Estimated

1979-80
Estimated

Program Outputs:

Unit

A. Caseload

B.

C.

D.

E.

16868 16481 18000 18000 18000

II. EXPENDITURE DETAIL

- A. Permanent Salaries
B. Other Personnel Costs
C. Mandatory Fringe Benefits
D. Direct Service Contracts
E. Operating Expenses and EDP
(includes equipment)
F. Facilities Maintenance
G. Equipment & Cap. Outlay
H. Assistance Payments
I.

\$ 326337	\$ 346010	\$ 404230
1925	14737	27656
79683	101774	113145
2703	3251	3251
87833	135006	156444
7946	8664	13424
9844735	10022080	12294000
\$10361162	\$10631522	\$ 13012190

J. TOTAL REQUESTED FOR THIS FUNCTION

1977-78
Approved

1978-79
Approved

1979-80
Requested

III. EMPLOYMENT DETAIL

- A. Permanent Employments
B. IDMO Funded Employments
C. Grant Funded Employments
D. Other Temporary Employments
E. Full-time Employees in
funded Positions
F. Part-time Employees in
funded Positions

31	30	32
2	2	3

TOTAL

33 32 35

DEPT. DIV. SECTION FUND PAGE

SOCIAL SERVICES
DEPARTMENT, BOARD OR COMMISSION

WORK PROGRAM DETAIL

Name of Program or Function 1977-78

Identification from Summary D

Program Description:

Allocation of Responsibility for Voluntary Care under the
Ward-Call Program for Adults and Children.

1977-78
Actual

1978-79
Estimated

1979-80
Estimated

Program Outputs:

Unit

A. Caseloads

B.

C.

D.

E.

306356

279000

270000

270000

II. EXPENDITURE DETAIL

A. Permanent Salaries
B. Other Personnel Costs
C. Mandatory Fringe Benefits
D. Direct Service Contracts
E. Operating Expenses

F. Facilities Maintenance
G. Equipment & Cap. Outlay
H.
I.

J. TOTAL REQUESTED FOR THIS FUNCTION

\$ 2948312

107713

719804

793531

\$ 3136017

133144

919483

1219715

\$ 3730068

255199

1044058

1443605

123870

78272

-

\$ 4641282

\$ 5476661

\$ 6596800

1979-80
Requested

1978-79
Approved

1977-78
Approved

295

276

281

29

14

14

324

290

295

TOTAL

III. EMPLOYMENT DETAIL

A. Permanent Employees
B. IDMO Funded Employments
C. Grant Funded Employments
D. Other Temporary Employments
E. Full-Time Employees in
Funded Positions
G. Part-Time Employees in
Funded Positions

TOTAL

DEPT. DIV. SECTION FUND PAGE

SOCIAL SERVICES
DEPARTMENT, BOARD OR COMMISSION

WORK PROGRAM DETAIL

Name of Program or Function: GENERAL ACTIVITIES

Identification from Summary: X

Program Description:

Financial Assistance to indigent residents of San Francisco, individuals or couples, age 18 or over, who meet program eligibility requirements.

1977-78 1978-79 1979-80
Actual Estimated Estimated

Program Outputs:

Unit

A. Caseloads	40522	39931	39600	39600	39600
B. _____					
C. _____					
D. _____					
E. _____					

II. EXPENDITURE DETAIL

A. Permanent Salaries	\$ 778371	\$ 825293	\$ 955977
B. Other Personnel Costs	28445	35151	65405
C. Mandatory Fringe Benefits	190059	242748	267581
D. Direct Service Contracts	-	-	-
E. Operating Expenses	206080	316759	363894
F. Facilities Maintenance	18644	20327	31225
G. Equipment & Cap. Outlay	-	-	-
H. Assistance Payments	4202620	4370000	5900400
I. _____			
J. TOTAL REQUESTED FOR THIS FUNCTION	\$ 5424219	\$ 5810278	\$ 7584482

III. EMPLOYMENT DETAIL

1977-78 1978-79 1979-80
Approved Approved Requested

A. Permanent Employees	73	72	74
B. IDWO Funded Employees			
C. Grant Funded Employees			
D. Other Temporary Employees	4	4	7
E. Full-Time Employees in Funded Positions			
F. Part-Time Employees in Funded Positions			
TOTAL	77	76	81

NAME: RESEARCH DEPT. DIVISION: RESEARCH UNIT: 1 PAGE: 1

SOCIAL SERVICES
DEPARTMENT, BOARD OF COMMISSION

Identification from Summary P

Name of Program on Function: TRAINING

Program Description:

and provide an inspection of Foster Homes, Residential Care Homes, and Community Care Homes for Developmentally Disabled Children.

1977-78 Actual	1978-79 Estimated	1979-80 Estimated
650	600	600
		600

Program Outputs:

Unit

A. Renewals and Applications

B.
C.
D.
E.

II. EXPENDITURE DETAIL

A. Permanent Salaries
B. Other Personnel Costs
C. Mandatory Fringe Benefits
D. Direct Service Contracts
E. Operating Expenses

F. Facilities Maintenance
G. Equipment & Cap. Outlay

H.
I.

J. TOTAL REQUESTED FOR THIS FUNCTION

\$ 102700	\$ 108891	\$ 168594
3754	4657	11555
25077	32029	47190
-	-	-
18539	28910	44643
1952	2128	4369
\$ 152022	\$ 176595	\$ 226331
1977-78 Approved	1978-79 Approved	1979-80 Requested
7	7	10
		1
7	7	11

III. EMPLOYMENT DETAIL

A. Permanent Employments
B. IDWO Funded Employments
C. Grant Funded Employments
D. Other Temporary Employments
E. Full-Time Employees in Funded Positions
F. Part-Time Employees in Funded Positions

TOTAL

WORK PROGRAM DETAIL

Name of Program or Function: Blind Supportive Services

Program Description:

Blind Supportive Services

Financial assistance to potentially self-supporting blind persons.
16 years and over who are legally blind.SOCIAL SERVICES
DEPARTMENT, BOARD OR COMMISSIONIdentification from Summary G

1977-78 Actual	1978-79 Estimated	1979-80 Estimated

Program Outputs:

Unit

A. Case Loads	122	149	156	156	156
B.					
C.					
D.					
E.					

II. EXPENDITURE DETAIL

A. Permanent Salaries	\$ 3411	\$ 3617	\$ 456		
B. Other Personnel Costs	124	155	30		
C. Mandatory Fringe Benefits	833	1063	127		
D. Direct Service Contracts	918	1412	177		
E. Operating Expenses					
F. Facilities Maintenance					
G. Equipment & Cap. Outlay					
H. Assistance Payments	40210	51522	60050		
I.					
J. TOTAL REQUESTED FOR THIS FUNCTION	\$ 45579	\$ 57860	\$ 60865		

III. EMPLOYMENT DETAIL

	1977-78 Approved	1978-79 Approved	1979-80 Requested		
A. Permanent Employments					
B. IDMO Funded Employments					
C. Grant Funded Employments					
D. Other Temporary Employments					
E. Full-Time Employees in					
F. Part-Time Positions in					
F. Part-Time Employees in					
F. Funded Positions					
TOTAL					

Identification from Summary H

NAME OF PROGRAM OR FUNCTION: INDOCHINESE - FORMS & LITERATURE

Company Description:

for a trial aid program for Vietnamese and Cambodian refugees in accord with Public Law 94-24. Determine of eligibility for cash assistance and medical care.

Program Outputs:

Unit

A. Caseloads

...

50

50

—

II. EXPENDITURE DETAIL

TOTAL REQUESTED FOR THIS FUNCTION

III. EMPLOYMENT DETAIL

- A. Permanent Employments
- B. IDWO Funded Employments
- C. Grant Funded Employments
- D. Other Temporary Employments
- E. Full-Time Employees in Funded Positions
- F. Part-Time Employees in Funded Positions

TOTAL.

1977-78 Actual	1978-79 Estimated	1979-80 Estimated
3340	2333	2970
		2970
		2970
\$ 109109	\$ 115687	188984
3988	4926	12930
26641	34027	52899
	-	-
29366	45139	73142
		6276
2657	2896	-
819850	993600	1113750
\$ 991611	\$ 1196275	\$ 1447981

	1977-78	1978-79	1979-80
Approved	100	100	100
Requested	100	100	100

WORK PROGRAM DETAIL

Name of Program or Function ADULT & FAMILIES WITH DEPENDENT CHILDREN - SERVICES

Program Description:

Social Services provided to AFDC families under Title XX of Social Security Act. The service goal is to help people become or remain self-supporting, self-sufficient; protect children and adults who cannot protect themselves from abuse, neglect and exploitation; help families stay together and prevent institutional care; and find appropriate placement services when necessary.

Identification from Summary I

Program Outputs:

Unit				
A. Persons Served.	11626	22421	24736	24736
B.				
C.				
D.				
E.				

II. EXPENDITURE DETAIL

A. Permanent Salaries	\$ 2361913	\$ 2504298	\$2946223	
B. Other Personnel Costs	86314	106663	201572	
C. Mandatory Fringe Benefits	576720	736604	824657	
D. Direct Service Contracts	22800	43587	32192	
E. Operating Expenses	426359	664897	780155	
F. Facilities Maintenance	44882	48933	76354	
G. Equipment & Cap. Outlay	-	-	-	
H. Assistance Payments	30131	45000	45000	
I.				
J. TOTAL REQUESTED FOR THIS FUNCTION	\$ 3549119	\$ 4140982	\$4906153	

III. EMPLOYMENT DETAIL

	1977-78	1978-79	1979-80
Approved	1977-78	1978-79	1979-80
Approved	163	157	176
Approved	9	9	17

- A. Permanent Employments
- B. IDMO Funded Employments
- C. Grant Funded Employments
- D. Other Temporary Employments
- E. Full-Time Employees in Funded Positions
- F. Part-Time Employees in Funded Positions

TOTAL

172 166 193

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SOCIAL SERVICES
DEPARTMENT, BOARD OR COMMISSION

WORK PROGRAM DETAIL

Identification from Summary J

Name of Program or Function CSI/PP - SERVIC

Program Description:

Title of Social Services for the aged, blind and disabled; person who receives a monthly cash payment made by the Social Security Administration.

1977-78 Actual	1978-79 Estimated	1979-80 Estimated
-------------------	----------------------	----------------------

Program Outputs:

9619	10441	12182	12182	12182
------	-------	-------	-------	-------

Unit

Persons Served

A. _____
B. _____
C. _____
D. _____
E. _____

II. EXPENDITURE DETAIL

\$ 1320827	\$ 1411054	\$ 1335842
48533	60099	91393
324934	415041	373906
694053	855906	946883
240235	374638	353728

A. Permanent Salaries
B. Other Personnel Costs
C. Mandatory Fringe Benefits
D. Direct Service Contracts
E. Operating Expenses

25289

F. Facilities Maintenance
G. Equipment & Cap. Outlay
H. _____
I. _____

\$ 2663989	\$ 3144310	\$ 3123371
------------	------------	------------

J. TOTAL REQUESTED FOR THIS FUNCTION

1977-78 Approved	1978-79 Approved	1979-80 Requested
---------------------	---------------------	----------------------

III. EMPLOYMENT DETAIL

A. Permanent Employment
B. IDMO Funded Employment
C. Grant Funded Employment
D. Other Temporary Employment
E. Full-Time Employees in Funded Positions
F. Part-Time Employees in Funded Positions

91	89	80
5	5	8

TOTAL

96	94	88
----	----	----

WORK PROGRAM DETAIL

Name of Program or Function MENTAL HEALTH

Program Description:

Title XX Social Security Act program providing services for persons who are also qualified for Medi-Cal.

Identification from Summary KSOCIAL SERVICES
DEPARTMENT, BOARD OF COMMISSION

1977-78 Actual	1978-79 Estimated	1979-80 Estimated

Program Outputs:

Unit
A. Persons Served
B.
C.
D.
E.

263	450	1945	1945	1945
-----	-----	------	------	------

II. EXPENDITURE DETAIL

- A. Permanent Salaries
- B. Other Personnel Costs
- C. Mandatory Fringe Benefits
- D. Direct Service Contracts
- E. Operating Expenses
- F. Facilities Maintenance
- G. Equipment & Cap. Outlay
- H.
- I.
- J. TOTAL REQUESTED FOR THIS FUNCTION

\$ 38,177	\$ 40,479	\$ 135,743
1,995	1,724	9,887
9,322	11,907	37,994
6891	10,746	35,945
725	791	3518
\$ 56,510	\$ 65,642	\$ 222,482

III. EMPLOYMENT DETAIL

- A. Permanent Employments
- B. IDMO Funded Employments
- C. Grant Funded Employments
- D. Other Temporary Employments
- E. Full-Time Employees in Funded Positions
- F. Part-Time Employees in Funded Positions

1977-78 Approved	1978-79 Approved	1979-80 Requested
3	3	8
		1

TOTAL

7	7	9
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SOCIAL SERVICES
DEPARTMENT, BOARD OR COMMISSION

OFF. DIV. SECTION FUND PAGE

WORK PROGRAM DETAIL

Name of Program or Function _____

Identification from Summary L

Program Description:

is a In-home support Program for the blind, blind and disabled.
Individuals who are or contract agency homemaker service to
allow these recipients to remain in their own home, or move out of
appropriate institutionalization.

Program Outputs:

Unit	1977-78 Actual	1978-79 Estimated	1979-80 Estimated
A. Individual Services	44431	43522	43500
B. Contract and Employee Services	14023	14758	14500
C.			
D.			
E.			
			43500
			14500
			43500
			14500

II. EXPENDITURE DETAIL

A. Permanent Salaries	\$ -	\$ -	\$ -
B. Other Personnel Costs	-	-	-
C. Mandatory Fringe Benefits	-	-	-
D. Direct Service Contracts	21343	27600	229740
E. Operating Expenses	-	-	-
F. Facilities Maintenance	-	-	-
G. Equipment & Cap. Outlay	14077428	12656728	15686844
H. Chore Payments	-	-	-
I.	-	-	-
J. TOTAL REQUESTED FOR THIS FUNCTION	\$ 14098771	\$ 12683728	\$ 15946584
	1977-78 Approved	1978-79 Approved	1979-80 Requested

III. EMPLOYMENT DETAIL

- A. Permanent Employments
- B. IDMO Funded Employments
- C. Grant Funded Employments
- D. Other Temporary Employments
- E. Full-time Employees in
Funded Positions
- F. Part-time Employees in
Funded Positions

TOTAL

AC DEF. DIV. SECTION FUND PAGE
24

SOCIAL SERVICES
DEPARTMENT, BOARD OR COMMISSION

Name of Program or Function INCOME ELIGIBILITY AND ALTHOUGH REWARD

TO NAME

Program Description:

Information and referral and protective services given without the necessity of certification as to eligibility. Income eligibles (certain low-income persons), receive family planning, child care and all other services. Both programs are under title XX.

Identification from Summary N

1977-78 Actual 1978-79 Estimated 1979-80 Estimated

Program Outputs:

Unit

Unit	1977-78 Actual	1978-79 Estimated	1979-80 Estimated
A. Persons Served	1040	1808	4363
B.			4363
C.			4363
D.			4363
E.			4363

II. EXPENDITURE DETAIL

	1977-78 Actual	1978-79 Estimated	1979-80 Estimated
A. Permanent Salaries	341160	361726	539673
B. Other Personnel Costs	12467	15406	36923
C. Mandatory Fringe Benefits	83303	106397	151056
D. Direct Service Contracts	-	846	1120
E. Operating Expenses	61584	96040	142904
F. Facilities Maintenance			
G. Equipment & Cap. Outlay	6483	7068	13986
H.			
I.			

J. TOTAL REQUESTED FOR THIS FUNCTION

\$ 504992 \$ 587483 \$ 885662

III. EMPLOYMENT DETAIL

	1977-78 Approved	1978-79 Approved	1979-80 Requested
A. Permanent Employments	24	23	32
B. IDMO Funded Employments			
C. Grant Funded Employments			
D. Other Temporary Employments	1	1	3
E. Full-Time Employees in Funded Positions			
F. Part-Time Employees in Funded Positions			

TOTAL

25

24

35

[illegible]

Shape of Program or Function

Identification from Summary N

Freeform Deformation:

Special Services provided to WIN Inc. Five Program (WIN) registrants
not yet set. Most services related to employability plans.
Processing of bills are payments for WIN registrants.

processing of claim care payments for WIN registrants.

processing of child care payments for WIN registrants.

[illegible]

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Program Outputs:

Unit

A. WTN Registrants Served

B. Child Care Cases

U

and

63

II. EXPENDITURE DETAIL

A. Permanent Salaries

B. Other Personnel Costs

C. Mandatory Fringe Benefits

D. Direct Service Contracts

E. Operating Expenses

F. Facilities Maintenance

G. Equipment & Cap. Outlay

H. ~~Assistance Payments - Child Care~~

i.

TOTAL REQUESTED FOR THIS FUNCTION

III. EMPLOYMENT DETAIL

A. Permanent Employments

B. IDWO Funded Employments

C, Grant Funded Employments

D. Other Temporary Employments

E. Full-Time Employees in

Funded Positions

F. Part-Time Employees in

Funded Positions

TOTAL

[illegible]

	1977-78	1978-79	1979-80
Approved	1	1	1
Requested	1	1	1

9	9	10
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DEPT. DIV. SECTION FUND PAGE

WORK PROGRAM DETAIL

Name of Program or Function 4007701

Program Description:

Placement and post-placement services to natural and adoptive parents and children. Obtaining consent, investigating fitness of adoptive parents and submitting required court reports.

SOCIAL SERVICES
DEPARTMENT, BOARD OR COMMISSION

Identification from Summary 0

1977-78 1978-79 1979-80
Actual Estimated Estimated

Program Outputs:

Unit

A. Caseloads	2297	2066	2220	2220	2220
B.					
C.					
D.					
E.					

II. EXPENDITURE DETAIL

A. Permanent Salaries	\$ 149186	\$ 158479	\$ 168789
B. Other Personnel Costs	5452	6737	91518
C. Mandatory Fringe Benefits	36427	46526	47245
D. Direct Service Contracts			
E. Operating Expenses	26930	41997	44695
F. Facilities Maintenance			
G. Equipment & Cap. Outlay	2835	3091	4374
H. Assistance Payments	270275	426684	288600
I.			
J. TOTAL REQUESTED FOR THIS FUNCTION	\$ 491105	\$ 683274	\$ 565291

III. EMPLOYMENT DETAIL

A. Permanent Employments	10	10	10
B. IDMO Funded Employments			
C. Grant Funded Employments			
D. Other Temporary Employments	1	1	1
E. Full-Time Employees in Funded Positions			
F. Part-Time Employees in Funded Positions			
TOTAL	11	11	11

SOCIAL SERVICES
 DEPARTMENT, BOARD OR COMMISSION

 Name of Program or Function STATE OTOLARYNGOLOGICAL

 Identification from Summary P

Program Description:

Represented by Social Service Staff in responding to Social Security
 Requests to determine and certify the need for out-of-home care for
 Blind and Disabled Recipients who reside in an un-
 supervised home.

1977-78 Actual	1978-79 Estimated	1979-80 Estimated
1037	1359	1122
		1122
		1122

Program Outputs:

Unit

A. Persons served

B.

C.

D.

E.

II. EXPENDITURE DETAIL

A. Permanent Salaries
 B. Other Personnel Costs
 C. Mandatory Fringe Benefits
 D. Direct Service Contracts
 E. Operating Expenses

F. Facilities Maintenance
 G. Equipment & Cap. Outlay

H.

I.

J. TOTAL REQUESTED FOR THIS FUNCTION

\$ 5281	\$ 5599	\$ 13068
193	238	894
1290	1647	3659
953	1487	3460
100	109	339
-	-	-
\$ 7817	\$ 9080	\$ 21420

1977-78 Approved	1978-79 Approved	1979-80 Requested
Part-Time	Part-Time	1
-	-	-
1	1	1

III. EMPLOYMENT DETAIL

A. Permanent Employments
 B. IDMO Funded Employments
 C. Grant Funded Employments
 D. Other Temporary Employments
 E. Full-Time Employees in
 Funded Positions
 F. Part-Time Employees in
 Funded Positions

TOTAL

LT
 DEPT. DIV. SECTION FUND PAGE

WORK PROGRAM DETAIL

Name of Program or Function CHILD WELFARE SERVICE

Program Description:

Services for any child to prevent or remedy neglect, abuse or exploitation. Services for foster care children who are ineligible.

 SOCIAL SERVICES
 DEPARTMENT, BOARD OR COMMISSION

Identification from Summary Q

Program Outputs:

Unit					
A. Persons Served	634	572	600	600	600
B.					
C.					
D.					
E.					

II. EXPENDITURE DETAIL

A. Permanent Salaries	\$ 26061	\$ 27632	\$ 79717	
B. Other Personnel Costs	932	1177	5454	
C. Mandatory Fringe Benefits	6364	8127	22373	
D. Direct Service Contracts	4705	7336	21170	
E. Operating Expenses				
F. Facilities Maintenance	495	540	2066	
G. Equipment & Cap. Outlay				
H.				
I.				
J. TOTAL REQUESTED FOR THIS FUNCTION	\$ 38577	\$ 44812	\$ 130660	

III. EMPLOYMENT DETAIL

A. Permanent Employments	1	1	5	
B. IDMO Funded Employments				
C. Grant Temporary Employments				
D. Other Temporary Employments				
E. Full-Time Employees in Funded Positions				
F. Part-Time Employees in Funded Positions				
TOTAL	1	1	5	

45. DEPT. DIV. SECTION FUND PAGE

 SOCIAL SERVICES
DEPARTMENT, BOARD OR COMMISSION

WORK PROGRAM DETAIL

Name of Program or Function STAFF DEVELOPMENT

Identification from Summary R

Program Description:

Recruit, train, and develop all new employees. Involvement training and re-training for all employees and Service Worker. A 12-Service Worker and programs conducted by local universities.

Program Outputs:

Unit

A. Person-Hours

B.

C.

D.

E.

46652 52000 52000 52000 52000

II. EXPENDITURE DETAIL

- A. Permanent Salaries
-
- B. Other Personnel Costs
-
- C. Mandatory Fringe Benefits
-
- D. Direct Service Contracts
-
- E. Operating Expenses

 \$ 576719 \$ 611486 \$ 714374
21076 26044 48875
140820 179860 199956
107266 74000 231000

- F. Facilities Maintenance
-
- G. Equipment & Cap. Outlay
-
- H.
-
- I.

\$ 844881 \$ 891990 \$ 1194205

- J. TOTAL REQUESTED FOR THIS FUNCTION

 1977-78 1978-79 1979-80
Approved Approved Requested

III. EMPLOYMENT DETAIL

- A. Permanent Employment
-
- B. IDMO Funded Employment
-
- C. Grant Funded Employment
-
- D. Other Temporary Employment
-
- E. Full-Time Employees in Funded Positions
-
- F. Part-Time Employees in Funded Positions

64 64 70

3 3 7

67 67 77

46
DEPT. DIV. SECTION FUND PG. 30

SOCIAL SERVICES
DEPARTMENT, BOARD OR COMMISSION

WORK PROGRAM DETAIL

Name of Program or Function Welfare Services

Identification from Summary S

Program Description:

A range of social services, including family planning, child care and all other services.

1977-78 1978-79
Actual Estimated
1979-80
Estimated

Program Outputs:

Unit

A. Persons Served 21 23 25 25 25
B. _____
C. _____
D. _____
E. _____

II. EXPENDITURE DETAIL

A. Permanent Salaries \$ 20285 \$ 21508 \$ 22336
B. Other Personnel Costs 741 917 2232
C. Mandatory Fringe Benefits 4953 6326 9051
D. Direct Service Contracts
E. Operating Expenses 3661 5711 8562
F. Facilities Maintenance
G. Equipment & Cap. Outlay 386 420 838
H. _____
I. _____
J. TOTAL REQUESTED FOR THIS FUNCTION \$ 30026 \$ 34832 \$ 52999

III. EMPLOYMENT DETAIL

A. Permanent Employments 1 1 2
B. IDMO Funded Employments
C. Grant Funded Employments
D. Other Temporary Employments
E. Full-Time Employees in
 Funded Positions
F. Part-Time Employees in
 Funded Positions
TOTAL 1 1 2

1979-80
Requested

DEPARTMENT, BOARD OR COMMISSION

WORK PROGRAM DETAIL

Name of Program or Function

1. *Introduction*

Identification from Summary

Program Description:

Some Social Security programs include the Social Circumstances Program, which may at least at times offer emergency financial assistance for eligible recipients; and the Emergency Loan Program, a loan program for some Social Security recipients, referred to by the Social Security Administration as the "loan program." Some recipients of Social Security benefits may not receive their Social Security check.

	1977-78 Actual	1978-79 Estimated	1979-80 Estimated
1. Total	100.00	100.00	100.00
2. Government	10.00	10.00	10.00
3. Private	90.00	90.00	90.00
4. Total	100.00	100.00	100.00
5. Government	10.00	10.00	10.00
6. Private	90.00	90.00	90.00
7. Total	100.00	100.00	100.00
8. Government	10.00	10.00	10.00
9. Private	90.00	90.00	90.00
10. Total	100.00	100.00	100.00
11. Government	10.00	10.00	10.00
12. Private	90.00	90.00	90.00
13. Total	100.00	100.00	100.00
14. Government	10.00	10.00	10.00
15. Private	90.00	90.00	90.00
16. Total	100.00	100.00	100.00
17. Government	10.00	10.00	10.00
18. Private	90.00	90.00	90.00
19. Total	100.00	100.00	100.00
20. Government	10.00	10.00	10.00
21. Private	90.00	90.00	90.00
22. Total	100.00	100.00	100.00
23. Government	10.00	10.00	10.00
24. Private	90.00	90.00	90.00
25. Total	100.00	100.00	100.00
26. Government	10.00	10.00	10.00
27. Private	90.00	90.00	90.00
28. Total	100.00	100.00	100.00
29. Government	10.00	10.00	10.00
30. Private	90.00	90.00	90.00
31. Total	100.00	100.00	100.00
32. Government	10.00	10.00	10.00
33. Private	90.00	90.00	90.00
34. Total	100.00	100.00	100.00
35. Government	10.00	10.00	10.00
36. Private	90.00	90.00	90.00
37. Total	100.00	100.00	100.00
38. Government	10.00	10.00	10.00
39. Private	90.00	90.00	90.00
40. Total	100.00	100.00	100.00
41. Government	10.00	10.00	10.00
42. Private	90.00	90.00	90.00
43. Total	100.00	100.00	100.00
44. Government	10.00	10.00	10.00
45. Private	90.00	90.00	90.00
46. Total	100.00	100.00	100.00
47. Government	10.00	10.00	10.00
48. Private	90.00	90.00	90.00
49. Total	100.00	100.00	100.00
50. Government	10.00	10.00	10.00
51. Private	90.00	90.00	90.00
52. Total	100.00	100.00	100.00
53. Government	10.00	10.00	10.00
54. Private	90.00	90.00	90.00
55. Total	100.00	100.00	100.00
56. Government	10.00	10.00	10.00
57. Private	90.00	90.00	90.00
58. Total	100.00	100.00	100.00
59. Government	10.00	10.00	10.00
60. Private	90.00	90.00	90.00
61. Total	100.00	100.00	100.00
62. Government	10.00	10.00	10.00
63. Private	90.00	90.00	90.00
64. Total	100.00	100.00	100.00
65. Government	10.00	10.00	10.00
66. Private	90.00	90.00	90.00
67. Total	100.00	100.00	100.00
68. Government	10.00	10.00	10.00
69. Private	90.00	90.00	90.00
70. Total	100.00	100.00	100.00
71. Government	10.00	10.00	10.00
72. Private	90.00	90.00	90.00
73. Total	100.00	100.00	100.00
74. Government	10.00	10.00	10.00
75. Private	90.00	90.00	90.00
76. Total	100.00	100.00	100.00
77. Government	10.00	10.00	10.00
78. Private	90.00	90.00	90.00
79. Total	100.00	100.00	100.00

Program Outputs:

Unit

A. Special Circumstances - Cases Aided

B. Emergency Loan - Cases Aided

D.

10

5

Permanent Salaries

Other Personnel Costs

Mandatory Fringe Benefits

Direct Service Contracts

Operating Expenses

C. Facilities Maintenance

3. Equipment & Cap. Outlay

1. Assistance Payments

TOTAL REQUESTED FOR THIS FUNCTION

\$	8817	\$	8721	\$	9308
\$	7851		3523		6369
	19050		24551		26053
	20998		32275		36024
	1900		2071		3091
	124373		130000		150000
	247189		274921		314618

	1977-78	1978-79	1979-80
Approved	10	10	10
Requested	10	10	10

III. EMPLOYMENT DETAIL.

Permanent Employments

IDWO Funded Employments

Grant Funded Employment

Other Temporary Employments

Full-Time Employees in

Funded Positions

TOTAL.

7 7 7 0

WORK PROGRAM DETAIL

Name of Program or Function Grant provision of financial assistance to familiesProgram Description: Grant provision of financial assistance to familiesThe Chen Refugee Program provides financial assistance to families
with children formerly under Chinese government.Identification from Summary 1_____

_____1977-78 1978-79 1979-80
Actual Estimated Estimated

Program Outputs:

Unit

A. Caseloads 1069 1040 1100 1100 1100
B. _____
C. _____
D. _____
E. _____

II. EXPENDITURE DETAIL

A. Permanent Salaries \$ 766 \$ 811 \$ 3194
B. Other Personnel Costs 28 34 219
C. Mandatory Fringe Benefits 187 239 894
D. Direct Service Contracts - - 1237
E. Operating Expenses 206 317
F. Facilities Maintenance 19 20 106
G. Equipment & Cap. Outlay - - -
H. Assistance Payments 223941 204000 5000
I. _____
J. TOTAL REQUESTED FOR THIS FUNCTION \$ 225147 \$ 205421 \$ 10650

III. EMPLOYMENT DETAIL

A. Permanent Employments Part-Time Part-Time -
B. IDMO Funded Employments Part-Time Part-Time -
C. Grant Funded Employments Part-Time Part-Time -
D. Other Temporary Employments Part-Time Part-Time -
E. Full-Time Employees in Part-Time Part-Time -
F. Funded Positions Part-Time Part-Time -
G. Funded Positions in Part-Time Part-Time -
H. Funded Positions in Part-Time Part-Time -
I. Funded Positions in Part-Time Part-Time -
J. TOTAL Part-Time Part-Time -

DEPT. DIV. SECTION TUND PAC:

SOCIAL SERVICES
DEPARTMENT, BOARD OR COMMISSION

WORK PROGRAM DETAIL

Name of Program or Function

Identification from Summary V

Program Description:

Program performed by the applicant under Title III of the Social Security Act in providing welfare and support collections of the District Program. Determination is made as to the period and amount to be recovered, or other disposition of the payment.

Program Outputs:

Unit

A. Caseloads
B.
C.
D.
E.

1978-79 Actual 1979-80 Estimated
19658 19656 20000 20000 20000

II. EXPENDITURE DETAIL

A. Permanent Salaries
B. Other Personnel Costs
C. Mandatory Fringe Benefits
D. Direct Service Contracts
E. Operating Expenses
F. Facilities Maintenance
G. Equipment & Cap. Outlay
H.
I.

1978-79 Actual 1979-80 Estimated
\$ 192929 \$ 205630 \$ 258322
7088 8758 12674
47555 60483 72305
52198 80232 99975
4722 5149 8579
\$ 305302 \$ 362252 \$ 456855

J. TOTAL REQUESTED FOR THIS FUNCTION

1978-79 Approved 1979-80 Requested
19 19 20
1 1 2

III. EMPLOYMENT DETAIL

A. Permanent Employment
B. IDMO Funded Employment
C. Grant Funded Employment
D. Other Temporary Employment
E. Full-Time Employees in Funded Positions
F. Part-Time Employees in Funded Positions

TOTAL

20 20 22

WORK PROGRAM DETAIL

Name of Program or Function Day Care Maintenance of EffortIdentification from Summary W

Program Description:

Tag Care Maintenance of Effort	3	281,050
Other County Programs	52,600	
SSI/SSP County Share	13,127,064	

1977-78	1978-79	1979-80
Actual	Estimated	Estimated

Program Outputs:

Unit

A.	
B.	
C.	
D.	
E.	

II. EXPENDITURE DETAIL

- A. Permanent Salaries
- B. Other Personnel Costs
- C. Mandatory Piling Benefits
- D. Direct Service Contracts
- E. Operating Expenses

281060

- F. Day Care Maintenance of Effort
- G. Facilities Maintenance
- H. Equipment & Cap. Outlay
- I. Other County Programs
- J. SSI/SSP County Share
- K. TOTAL REQUESTED FOR THIS FUNCTION

1977-78
Approved1978-79
Approved1979-80
Requested

13123064	50000	-
\$ 13404124	\$ 331060	\$ 281060

III. EMPLOYMENT DETAIL

- A. Permanent Employments
- B. IDMO Funded Employments
- C. Grant Funded Employments
- D. Other Temporary Employments
- E. Full-Time Employees in Funded Positions
- F. Part-Time Employees in Funded Positions

TOTAL

SOCIAL SERVICES
DEPARTMENT, BOARD OR COMMISSION

DATE DIV. SECTION FIND PAGE

WORK PROGRAM DETAIL

Identification from Summary X

Name of Program or Function UNIT DESCRIPTION

Program Description:

Wage salary and fringe benefit costs of administrative staff, except
and temporary workers, waiting assistance and social services.
Includes all staff other than management and first-line
supervisor, clerical and some special function units.

1977-78
Actual

1978-79
Estimated

1979-80
Estimated

Program Outputs:

Unit

A.
B.
C.
D.
E.

II. EXPENDITURE DETAIL

A. Permanent Salaries
B. Other Personnel Costs
C. Mandatory Fringe Benefits
D. Direct Service Contracts
E. Operating Expenses

\$ 3471198
126851
847579

\$ 3680454
156257
1082554

\$ 4299726
294173
1203506

F. Facilities Maintenance
G. Equipment & Cap. Outlay
H.
I.

\$ 4445628

\$ 4919765

\$ 5797405

J. TOTAL REQUESTED FOR THIS FUNCTION

1977-78
Approved

1978-79
Approved

1979-80
Requested

A. Permanent Employments
B. IDMO Funded Employments
C. Grant Funded Employments
D. Other Temporary Employments
E. Full-time Employees in
Funded Positions
F. Part-time Employees in
Funded Positions

234

245

264

13

13

26

TOTAL

247

258

290

DEPT. DIV. SECTION FUND PAGE
 WORK PROGRAM DETAIL

SPECIAL SERVICE
 DEPARTMENT, BOARD OR COMMISSION

Name of Program or Function

CH. 200, 200, 200, 200

Identification from Summary Y

Program Description:

Agency: Capital Improvements projects for renovation of 420 City
 Street and 420 City Street.

1977-78
 Actual

1978-79
 Estimated

1979-80
 Estimated

Program Outputs:

Unit

A.
 B.
 C.
 D.
 E.

II. EXPENDITURE DETAIL

- A. Permanent Salaries
- B. Other Personnel Costs
- C. Mandatory Fringe Benefits
- D. Direct Service Contracts
- E. Operating Expenses

- F. Facilities Maintenance
- G. Equipment & Cap. Outlay
- H.
- I.

J. TOTAL REQUESTED FOR THIS FUNCTION

\$ 200000

\$ 550000

\$ 753000

III. EMPLOYMENT DETAIL

- A. Permanent Employments
- B. IPMO Funded Employments
- C. Grant Funded Employments
- D. Other Temporary Employments
- E. Full-Time Employees in
- F. Funded Positions
- F. Part-Time Employees in
- Funded Positions

1977-78
 Approved

1978-79
 Approved

1979-80
 Requested

TOTAL

BUDGET EXPLANATIONS

FISCAL YEAR

DEPARTMENT OF SOCIAL SERVICES

1979 - 1980

DEPARTMENT BOARD ON COMMISSION

01
FUND GROUP001
FUND45
DEPT00
DIV00
SEC

1. Federal and State legislation regarding the administration of social services and income maintenance programs is sufficiently comprehensive to leave very little discretionary authority to the counties in terms of either types or targets for service delivery. A myriad of regulations and case precedent further dictate the method of service delivery. The most comprehensive mandates are to be found in the Social Security Act, Titles IV A, B, C & D, Title XVI, Title XIX and Title XX; the Food Stamp Act, and the Welfare and Institutions Code of the State of California.

FUNCTION

The function of Department of Social Services, with the help of other community resources, is to provide financial, educational, and social services to all eligible persons in San Francisco. Implicit in this function are the right of every person to apply for assistance and the responsibility of the Department to explore the needs of every applicant to determine, and acquaint him or her with, the services to which he or she may be eligible.

COMMUNITY GOALS to continue to strengthen the Department of Social Services so that the most efficient, compassionate, cost-effective services possible are delivered to eligible San Francisco residents. The services by category and the goals for them are:

Income Maintenance Services - to provide financial, medical, social assistance and food purchasing power to eligible persons whose income and resources have been determined to be insufficient by program statutory requirements.

Social Services Directly Provided by the Department - to provide eligible persons with needed social services which, when possible, offer opportunity and promote capacity for self-improvement and self-care; and to protect those individuals subject to exploitation or abuse.

Community Services - to further develop and encourage relationships between the Department and the community and its agencies and to utilize volunteer services to extend the Department's effectiveness in serving clients.

Administrative Support Services - to provide aggressive leadership in the development and provision of social services in San Francisco; and to provide Department programs and staff with high quality fiscal and audit services and with operational support.

DEPARTMENT OF SOCIAL SERVICES
DEPARTMENT, BOARD, OR COMMISSION

CITY & COUNTY OF SAN FRANCISCO
BUDGET EXPLANATIONS
FISCAL YEAR

01
FUND
GROUP
001
FUND
DEPT
45
DEPT
00
DIV
00
SEC

1. (a)

1979-80

WORK PROGRAM EXPLANATIONS
SERVICE FAMILIES & CHILDREN

WORK PROGRAM
A.

AID TO FAMILIES WITH DEPENDENT CHILDREN
- INCOME MAINTENANCE -

SERVICE RESULTS:

Under the base budget 65 positions would have to be laid.

	88%	92%	97%
Each increment would allow the following additions:	16	42	70

This Program is approximately 70% subvented.

SERVICE COMMENTS:

The Department has no control over the number of applicants that may apply for aid. State regulations for Eligibility and Assistance Standards, Section 40-101.11, states in part that assistance is to be administered promptly and accurately. Section 40-101.17 states in part that applications for public assistance are to be reviewed promptly. Section 40-109.1 states that an applicant who appears ineligible must still be allowed to exercise his/her right to raise an application. Any cutback in personnel could affect the promptness and quality of the Department's services and possibly be in violation of regulations. If workers have to carry larger caseloads, eligibility error rates, as experienced by the Department, will increase and could jeopardize the funding of this Program. If the state rate reduction gives further, the County could be liable for millions of dollars in claim costs.

CITY & COUNTY OF SAN FRANCISCO
BUDGET EXPLANATIONS

FISCAL YEAR

01	001	45	00	00
FUND	FUND	DEPT	DIV	SEC
GROUP				

1158

DEPARTMENT OF SOCIAL SERVICES

EXPLANATORY BUDGET OR COMMISSION

WORK PROGRAM

B.

FOSTER CARE OF CHILDREN - YARDING FOR A
IMPROVEMENT - 100% - 100%

SERVICE RESULTS:

Under the base budget 5 positions would have to be held.

88%	92%	95%
-----	-----	-----

Each increment would allow the following addition:

1	2	-
---	---	---

This Program is presently functioning on a
subvention for Aid and 100% for Administrative Costs.

SERVICE COMPLETION:

Foster Care of Children is part of the overall AFDC Program. The same comments that appeared under AFDC also apply. Workers in this Program not only carry Individual Out-of-Home Placement cases, but also handle the total case for all Programs, if one or more of the children in the family are in Placement.

WORK PROGRAM

C.

NON-ASSISTANCE FOOD SERVICES

SERVICE RESULTS:

Under the base budget 35 positions would have to be held.

88%	92%	95%
-----	-----	-----

Each increment would allow the following addition:

9	7	5
---	---	---

This Program is 100% subvented.

SERVICE COMPLETION:

The same statements that appear under the AFDC Program also apply. No accurate caseload projections can be made at this time. Recent regulation changes affecting Eligibility will be implemented on April 1, 1979. It will take a number of

DEPARTMENT OF SOCIAL SERVICES
DEPARTMENT, BOARD

WORK PROGRAM
D.

MEDI-CAL

CITY & COUNTY OF SAN FRANCISCO
BUDGET EXPLANATIONS

FISCAL YEAR

01 001 45 00 00
FUND FUND DEPT DIV SEC
GROUP

SERVICE PROGRAM:

Under the base budget 20 positions will have to be held.

Each increment would allow the following add-on:

88%	92%	95%
16	17	8

This Program is 100% subvented.

SERVICE CONSEQUENCES:

The same statements appearing under AFDC also apply. The majority of Medi-Cal recipients are elderly or disabled. They should be served promptly. Any cut-back in services would deprive waiting lists recipient of Medi-Cal cards, and eligibility determinations.

WORK PROGRAM

1.

GENERAL ASSISTANCE

SERVICE RESULTS:

Under the base budget 16 positions will have to be held.

88%	92%	95%
1	3	2

This Program is 100% County Funded.

SERVICE CONSEQUENCES:

This is a County Only Program. However, the same rules regarding the promptness of processing applications apply. A cut in personnel would result in higher caseloads per worker with a corresponding increase in errors and the overexpending of County funds.

To stay within the 3-3 funding level, the amount of aid per case would have to revert to former levels or the caseload reduced by 50%. This can only be done by a change in regulations. An increase in caseloads can be

CITY & COUNTY OF SAN FRANCISCO
BUDGET EXPLANATIONSDEPARTMENT OF SOCIAL SERVICES
DEPARTMENT, BOARD OF COMMISSIONERS01 FUND 001 45 00 00
GROUP FUND DEPT DIV SEC

1160

WORK PROGRAM
F.

LICENSING

SERVICE RESULTS:

Under the base budget 1 positions would have to be held.

88% 92% 95%

Each increment would allow the following add-on.

-0- -0- 1

This Program is 100% subvented.

SERVICE RESULTS:

Any cutback in staff could jeopardize this Program since the Department is now operating with limited staffing.

WORK PROGRAM
G.

AID TO THE POTENTIALLY SELF-SUPPORTING BLIND

SERVICE RESULTS:

No cutback in staff is planned for this Program since it is a small caseload and can be handled on a part-time basis.

There is 100% subvention for Aid and 50% for Administrative costs.

WORK PROGRAM
H.

INDOCHINESE ADOPTIONS

SERVICE RESULTS:

Under the base budget 2 positions would have to be held.

88% 92% 95%

Each increment would allow the following add-on:

- - - 1

This Program is 100% subvented.

DEPARTMENT OF SOCIAL SECURITY
DEPARTMENT BOARD OR COMMISSION

CITY & COUNTY OF SAN FRANCISCO
BUDGET EXPLANATIONS
FISCAL YEAR

GROUP	<u>01</u>	<u>001</u>	<u>45</u>	<u>00</u>	<u>00</u>
	FUND	FUND	DEPT	DIV	SEC

WEEK PROCEEDINGS
II.
(Continued)

5.

SERVICE COLLECTIONS:

any cutback in staff would jeopardize this Program since an increased caseload is anticipated.

WORK PROGRAM:

AID TO FAMILIES WITH DEPENDENT CHILDREN - SERVICES

SUPPLY CONTRACT, SECURITY PROGRAM - OFFICE OF
 PROGRAM - OFFICE OF

MEDICAL NEEDY CITY - CONVICTS

● ●
● ●
●

INCOME TAXABLE & WITHOUT REGARD TO INCOME - SERVICE

SERVICE RESULTS:

All of the above Programs are combined in this explanation since they are all Title XX Other Service Programs that provide Services to Children and Adults.

Under the base budget 51 positions would have to be held.

926

Each increment would allow the following add-on:

0 11 15

These Programs are all subvented at approximately 75%.

SERVICE COORDINATORS

any cutback in personnel would affect the degree and quality of protective services to children and adults. In QDC, State regulations mandate a certain level of services to children in foster homes and institutional placement. Service workers must be available to handle Child Abuse and Neglect, Shelter Cases. Services must be provided to arrange for long-term and other placements, and to provide the counseling and medical

CITY & COUNTY OF SAN FRANCISCO

BUDGET EXPLANATIONS

FISCAL YEAR

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DEPARTMENT OF SOCIAL SERVICES
DEPARTMENT, BOARD OF COMMISSIONERS

NEW PROGRAM

SSI/SSP HOUSING/CHORE

SERVICE RESULTS:

Under current State Regulations, the Department does not utilize any of its personnel that can be direct-charged to this Program. In the past, Department Homekeepers were the only personnel claimed under SSI/SSP Homekeeper/Chore.

SERVICE DESCRIPTION:

The level of service is dependent on the State Allocation of funds. This is a 100% subvented Program.

WORK PROGRAM
N.

WIN

SERVICE RESULTS:

Under the base budget 1 positions will have to be held.
85% 92% 95%
Each increment would allow the following add-on: -0- -0- -0-

This Program is subvented 96-3/4% for Child Care and 90% for Administrative Costs.

SERVICE CONSEQUENCES:

A cutback in personnel is not most beneficial. This Program attempts to remove recipients from welfare through training and employment. There are regulations that require mandatory registration in the Program. The trend in SSI placements is increasing. There was a 57% increase in 1977-78 over 1976-77.

CITY & COUNTY OF SAN FRANCISCO
BUDGET EXPLANATIONS
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DEPARTMENT OF SOCIAL SERVICES

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WORK PROGRAM
C.

ADOPTIONS

SERVICE RESULTS:

Under the base budget 3 positions will have to be held.

Each increment would allow the following add-on:
1 -0- 1

This Program is approximately 70% subvented for 44 and 100% for Administrative Costs.

SERVICE CONSEQUENCES:

The Adoption Program staffing underwent a reorganization last year. Two fulls were reduced to one. Further cuts at this time would reduce the Department's recruiting efforts and place a heavier load on the remaining workers who handle all phases of the Adoptive Program.

WORK PROGRAM
F.

SSI/SSP OUT-OF-HOME SERVICES

SERVICE RESULTS & CONSEQUENCES:

Since this Program is only staffed on a part-time basis, no adjustments are necessary.
This Program is 100% subvented.

WORK PROGRAM
Q.

CHILD WELFARE SERVICES

SERVICE RESULTS & CONSEQUENCES:

This is a limited program for certain specialized services

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FISCAL YEAR

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Department Board, on Commission

WORK PROGRAM
R.

STAFF DEVELOPMENT

SERVICE RESULTS:

Positions included under Staff Development represent trainers and trainees.

Under the base budget 9 positions will have to be held.

88% 92% 98%

Each increment would allow the following restoration: 2 3 1

This Program is 75% subvented.

SERVICE CONTRIBUTIONS:

Outbacks in this Program would reduce the number of trainers and the number that receive training. All programs require continuing training because of regulation changes, and as a means to keep program error rates at a low level. Any cut in Personnel will affect the degree of training provided.

WORK PROGRAM
S.

INDOCHINESE SERVICE

SERVICE RESULTS & CONSEQUENCES:

No cutback is proposed. This activity should increase gradually. Indochinese-speaking workers are required for this Program.

This Program is 100% subvented.

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DEPARTMENT OF SOCIAL SERVICES
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WORK PROGRAM

1.

STATE ADULT PROGRAM

SERVICE RESULTS:

Under the base budget 1 position would have to be held.

each increment would allow for the	<u>22%</u>	<u>92%</u>	<u>98%</u>
following restoration:	1	-	-

This program is 100% subvented.

SERVICE CONSEQUENCES:

Cuts in staff could cause delays in processing Emergency Loans and Special Circumstance Payments. This would compound the problems of the applicant since there are payments made to alleviate present crisis.

WORK PROGRAM

U.

SERVICE RESULTS & CONSEQUENCES:

CUBAN REFUGEE & REPATRIATE PROGRAM

No cuts in staff are planned since this is a part-time activity.

100% subvention is received for the Administrative Costs. Cuban Assistance has been phased out. Repatriate Assistance is 100% subvented.

CITY & COUNTY OF SAN FRANCISCO

BUDGET EXPLANATIONS

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DEPARTMENT OF SOCIAL SERVICES

DEPARTMENT BUDGET FOR INFORMATION

10.

WORK PROGRAM
V.

CHILD SUPPORT

SERVICE NUMBER:

Under the base budget 5 positions will have to be held.

823	926	011

Each increment will allow the following restoration:

1	2	3
---	---	---

This Program is 100% subvented.

SPECIAL COMMENTS:

This unit works under deadline conditions. Child Support payments collected have to be applied promptly and correctly. Aid Payment histories have to be completed for cases ready for Court hearings. Any cutback in staff could delay the timely completion of the work.

WORK PROGRAM

OTHER UNALLOCATED CODES

Mandatory costs. No Service Results or Consequences.

WORK PROGRAM

ADMINISTRATION

SERVICE NUMBER:

Under the base budget 17 positions would have to be held.

244	123	353
-----	-----	-----

Each increment would allow the following restoration:

24	24	23
----	----	----

Administrative cost is approximately 80% subvented.

CITY & COUNTY OF SAN FRANCISCO
BUDGET EXPLANATIONS
FISCAL YEAR

DEPARTMENT OF SOCIAL SERVICES
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SERVICE CONSEQUENCES:

To have efficient and effective programs, there must be sufficient supervision. Staff cuts could affect the progress made to date and allow the Department to revert to the excessive error rate that was present a few years ago. This time, however, claim cuts would be made and the projected cost to the City and County could be in the millions.

WORK PROGRAM
Y.

CAPITAL IMPROVEMENTS

Under the base budget the complete improvement of 150 Otis Street could not be done. This work that the job that has started, would not be completed as planned.

BUDGET EXPLANATIONS

FISCAL YEAR

DEPARTMENT OF SOCIAL SERVICES

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REVENUE EXPLANATIONS

1977-1980 BUDGET

Ref. No.

S.O. 6206 - ADOPTION PROGRAM -
ADMINISTRATION

\$ 338,489

100% State subvention for the Administrative cost of
the Adoption Program.

902

S.O. 6205 - REFUGEES & REPATRIATES -
FEDERAL AID

\$ 5,000

100% Federal subvention for Assistance paid to Re-
patriates.

903

S.O. 6206 - REFUGEES & REPATRIATES -
FEDERAL AID

\$ 1,923

100% Federal subvention for the Administrative cost
of the Cuban Refugee and the Repatriate Programs.

904

S.O. 6307 - AID FOR ADOPTION
OF CHILDREN

\$ 202,020

70% State subvention for Assistance paid to certain
hard-to-adopt cases.

Ref. No.

S.O. 6229 - INSPECTION OF HOMES FOR
AGED & CHILDREN - STATE

\$ 232,804

100% State subvention for Administrative cost of Inspection
of Homes for Aged and Children.

906

S.O. 6335 - ADULT ASSISTANCE -
STATE AID

\$ 150,000

100% State subvention for Aid paid to Special Circumstance
cases.

907

S.O. 6338 - ADULT ASSISTANCE -
STATE ADMINISTRATION

\$ 193,789

100% State subvention for Administrative cost of Special
Circumstance and Emergency Loan Programs.

908

S.O. 6347 - FOOD STAMP PROGRAM -
STATE AID

\$ 2,020,912

Regular State subvention of the Administrative cost of the
Non-Assistance Food Stamp Program. Approximately 20%.

CITY & COUNTY OF SAN FRANCISCO

BUDGET EXPLANATIONS

FISCAL YEAR

DEPARTMENT OF SOCIAL SERVICES

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REVENUE EXPLANATIONS

1979-1980 BUDGET

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Ref. No.

909

S.O. 6350 - WORK INCENTIVE PROGRAM -
STATE AID \$ 26,2446-3/4% State subvention for Child Care costs of the
WIN Program.

910

S.O. 6353 - CHILD WELFARE \$ 44,312

75% Federal subvention for Administrative cost and
some Caretaker costs under Title 4B for the Child
Welfare Program.

911

S.O. 6354 - INDO-CHINESE REFUGEE
ASSISTANCE \$ 1,113,750100% Federal subvention for Assistance payments under
the Indo-Chinese Program.

912

S.O. 6355 - INDO-CHINESE REFUGEE
ASSISTANCE - FEDERAL \$ 316,987100% Federal subvention for the Administrative cost
of the Indo-Chinese Program.

913

S.O. 6356 - AFDC - SPECIAL FEDERAL
AID, PL 216 \$ 1,000,000Additional Federal aid for the Administrative cost of
Welfare Programs.

Ref. No.

914

S.O. 6357 - OUT-OF-HOME CARE -
STATE ADMINISTRATION \$ 11,979100% State subvention for the Administrative cost in
providing Out-Of-Home Care Services to eligible adults.

915

S.O. 6361 - FOOD STAMP PROGRAM
ADDITIONAL \$ 1,361,454State buy out of the mandated county cost of the Non-
Assistance Food Stamp Program.

916

S.O. 6370 - NON-GOV'T. MATCH
GRANT CONTRIBUTION \$ 225,278Estimated gifts from organizations like United Way to
cover the 25% county cost of the Adult Service Contracts.

917

S.O. 7720 - ADOPTION PROGRAM
CHARGES \$ 6,000Estimated collections from adoptive parents towards cost
of Adoption.

918

S.O. 6301 - HOMEMAKER SERVICES -
STATE AID \$ 4,036,58125% State subvention of the Homemaker/Chore Assistance
payments.

CITY & COUNTY OF SAN FRANCISCO
BUDGET EXPLANATIONS

FISCAL YEAR

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DEPARTMENT OF SOCIAL SERVICES
COMMUNITY CARE OF CALIFORNIA

NEW TURP EXPLANATIONS

1979-1980 BUDGET

Ref. No.

920 S.O. 6302 - HOMEMAKER SERVICES -
FEDERAL AID

\$11,765,133

Ref. No.

924 S.O. 6313 - AFDC FEDERAL
ADMINISTRATION

\$4,586,458

75% Federal subvention of the Homemaker/Chore Assistance
payments.

Federal subvention of the Administrative cost of the
AFDC Program. Approximately 50%.

920 S.O. 6309 - MAINTENANCE OF MINORS
IN FOSTER HOMES - STATE

\$1,561,338

925 S.O. 6314 - AFDC STATE
ADMINISTRATION

\$2,376,165

Regular State subvention of Assistance payments for
Children in Foster Care and Institutions. Approx-
imately 15%.

Regular State subvention of the Administrative cost of
the AFDC Program. Approximately 25%.

921 S.O. 6310 - MAINTENANCE OF MINORS
IN FOSTER HOMES - FEDERAL

\$2,311,272

926 S.O. 6316 - STAFF DEVELOPMENT -
FEDERAL

\$895,654

Federal subvention of Assistance payments for Children
in Foster Care and Institutions. Approximately 15%.

75% Federal subvention of Administrative cost in Staff
Development.

922 S.O. 6311 - AFDC - STATE

\$19,521,600

927 S.O. 6319 - CHILD SUPPORT EN-
FORCEMENT - FEDERAL

\$361,230

Regular State subvention of the AFDC Assistance grant.
Approximately 55%.

75% Federal subvention of Administrative cost in Child
Support 4D Unit.

923 S.O. 6312 - AFDC - FEDERAL

\$27,330,240

928 S.O. 6324 - AID TO POTENTIALLY SELF-
SUPPORTING BLIND

\$60,060

Federal subvention of the AFDC Assistance grant.
Approximately 49%.

100% State subvention of the Assistance payment to AFPSB
cases.

CITY & COUNTY OF SAN FRANCISCO
BUDGET EXPLANATIONS
FISCAL YEAR

1. TITLE, OBJECT, SOURCE
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TITLE, EXPLANATIONS

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929

S.O. 6725 - AID TO POTENTIALLY SELF-SUPPORTING BLIND - STATE ADMINISTRATIVE

\$ 4,271

50% State subvention of the Administrative cost ARSB Program.

930

S.O. 6743 - MEDICAL INDIGENT PROGRAM - STATE AID

\$ 7,468,797

100% State subvention of the Administrative cost of the Medi-Cal Program.

931

S.O. 6744 - FEDERAL TITLE XX

\$ 709,583

75% Federal subvention of Adult Service Contracts and AFDC Special Services payments.

932

S.O. 6745 - FEDERAL TITLE XX - SERVICES

\$ 7,613,019

75% Federal subvention of the Administrative cost of Title XX Other Services.

933

S.O. 6746 - FOOD STAMP PROGRAM - FEDERAL AID

\$ 3,382,366

50% Federal subvention of the Administrative cost of the Non-Assistance Food Stamp Program.

Ref. No.

934

S.O. 6351 - WORK INCENTIVE PROGRAM - FEDERAL

\$ 349,920

90% Federal subvention of Child Care costs for WIN participants.

935

S.O. 6352 - WORK INCENTIVE PROGRAM - FEDERAL ADMINISTRATIVE

\$ 207,180

90% Federal subvention of the Administrative cost of the WIN Program.

936

S.O. 6362 - CHILD SUPPORT - ADDITIONAL

\$ 120,410

State buy out of 25% county share of cost in the Administrative cost of the 4D Child Support Unit of the Welfare Department.

937

S.O. 6363 - MAINTENANCE OF MINORS - ADDITIONAL

\$ 7,806,690

State buy out of normal county cost in the Assistance Payments for Children in Foster Homes & Institutions.

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CITY & COUNTY OF SAN FRANCISCO
BUDGET EXPLANATIONS

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EVENTS & LAMINATIONS

1979-1980 BUDGET

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230 S.O. 6346 - AFDC ADDITIONAL -
STATE \$ 8,924,160

State buy out of normal county cost in the Assistance
payments to AFDC cases.

239 S.O. 6365 - AFDC ADDITIONAL -
STATE \$ 2,076,396

State buy out of the normal county cost of Administra-
tion in the AFDC Program.

CITY & COUNTY OF SAN FRANCISCO

BUDGET EXPLANATIONS

FISCAL YEAR
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DISTRIBUTION OF BUDGET ALLOCATIONS TO VARIOUS PROGRAMS - ACTIVITIES

See Explanation 1 to 10

PERSONNEL

PERSONNEL

EXPENSE

EXPENSE

Ref. No.	Class	Title	Number of Positions	Amount	Admin. Svcs. (A)	Adm't Div. (B)	Budget & Fiscal (C)	Staff Development (D)	Quality Control (E)	APDC (F)	Food Stores (G)	Medi- (H)	G.A. (I)	Adult Svcs. (J)	Family & Children (K)
1402	Asst. Dir., Welfare	Asst. Dir., Welfare	1	26,178			1								
1403	Asst. Dir., State Setting	Asst. Dir., State Setting	1	26,178			1								
1404	Asst. Financial Analyst	Asst. Financial Analyst	3	32,111				3							
1405	Personnel Analyst	Personnel Analyst	2	32,625				2							
1406	Sr. Personnel Analyst	Sr. Personnel Analyst	1	19,706				1							
1407	Clerk	Clerk	3	28,501		1									
1408	Senior Clerk	Senior Clerk	1	12,649						1				2	
1409	Principal Clerk	Principal Clerk	2	25,786			1								
1410	Clerk-Typist	Clerk-Typist	12	111,813				1			11				
1411	Sr. Clerk-Typist	Sr. Clerk-Typist	1	153,076			2			1	1				
1412	Account Clerk	Account Clerk	2	17,755				1							
1413	Sr. Account Clerk	Sr. Account Clerk	1	19,649											
1414	Acting Account Clerk	Acting Account Clerk	1	12,006			1								
1415	Accountant	Accountant	2	25,704		2									
1416	Sr. Accountant	Sr. Accountant	1	32,468		1									
1417	Supervising Fiscal Officer	Supervising Fiscal Officer	1	31,085											
1418	Stability Worker	Stability Worker	33	35,740			1				30				
1419	Sr. Stability Worker	Sr. Stability Worker	24	395,050			11		6	7					
1420	Stability Worker Supervisor	Stability Worker Supervisor	8	115,674			1		4	1	1				
1421	Sr. Social Worker	Sr. Social Worker	4	62,222					4						
1422	Child Welfare Worker	Child Welfare Worker	2	18,374					2						1
1423	Child Welfare Supervisor	Child Welfare Supervisor	1	44,370					1						
1424	Sr. Child Welfare Supervisor	Sr. Child Welfare Supervisor	1	23,803											
1425	St. Stability Worker Supv.	St. Stability Worker Supv.	1	18,035											
1426	Assistant Director	Assistant Director	3	84,408							1				
1427	Homekeeper	Homekeeper	9	81,728											1
1428	Recreation Director	Recreation Director	2	27,614											
1429	Graphic Artist	Graphic Artist	1	12,137		1				2					
1430	Deviator Operators	Deviator Operators	5	43,510											9
1431	Staff Assistant II	Staff Assistant II	1	14,193		1									
TOTAL:				\$1,814,132	8	21	20	9	14	12	47	1	2	1	11

CITY & COUNTY OF SAN FRANCISCO

BUDGET EXPLANATIONS

FISCAL YEAR

1979 - 1980

DEPARTMENT OF SOCIAL SERVICES

DEPARTMENT BOARD OF COMMISSIONERS

FEDERAL STATE COUNTY
\$7,650,781 \$9,880,427 \$2,920,399
(43%) (44%) (13%)

Doc. No.

08

S.O. NO PERMANENT SALARIES - REGULAR MISC. - \$22,494,607

The amount requested is broken down as follows:

Pending for Continuing Positions.....\$20,650,463
Funding for 146 New Positions.....1,844,192
TOTAL: \$22,494,607

Details for New Positions are as follows:

A. ADMINISTRATIVE SERVICES

1 - 1404 Clerk\$ 9,500
1 - 5322 Graphic Artist 12,157
5 - 7426 Elevator Operators ... 43,518
1 - 9736 Staff Assistant II ... 14,192
8 \$79,253

1 - 1404 Clerk

This position will be used as a receptionist.

The 8th Floor of 170 O'Connell Street houses the Department's Administrative staff, Principal Conference Room and Accounting Section.

The first office outside the elevators houses the secretary to the General Manager and the secretary to the Assistant General Manager. Because of the floor layout, this already very busy office is continually disrupted by individual requiring direction to the appropriate destination. Additionally, the workload of this secretarial team requires repeated "borrowing" of other secretaries in the Department to provide additional phone coverage, Xerox service and filing and collating assistance. The addition of one 1404 Clerk would enable this office to function without "borrowing" help from other offices, thereby disrupting their routine.

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1 - 5322 Graphic Artist

Research and Statistics Section. This section is responsible for compilation and reporting of statistics, analysis of trends in our programs and special studies, in addition to providing technical expertise to the Program Analysis Section. The new position of graphic artist will illustrate the statistics generated and prepare visual aids for presentations.

5 - 7426 Elevator Operators

It is a tragic fact that the temper of the times has required the Department to tighten its security and plan additional means to protect employees and clients from the hazard of violence from disturbed recipients. With the consolidation of the work force into four buildings, the concentration of people has increased, and with it the need for additional security provisions. Clients now have access above the first floor.

The request for elevator operators is based on a need to expedite elevator service for greater numbers of people and, more significantly, to serve as an addition to the current security force. Restricting access to upper floors to authorized persons is the key to the security of the employees.

1 - 9736 Staff Assistant II

The installation of the Centrex II Telephone System in the Department will require full-time coordination by an expert in telephonic communications. The system is sophisticated and less costly than the current operation. In order to maximize its potential for the Department and ensure a smooth transition, we are requesting a temporary position for the duration of a year. Civil Service provides no classification for the particular skills required. Consequently, the Department is requesting a position in the Staff Assistant series.

BUDGET EXPLANATIONS

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DEPARTMENT OF SOCIAL SERVICES
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B. AUDIT DIVISION - \$375,903

	FEDERAL	STATE	COUNTY
	\$74,462	\$154,646	\$19,395
	(45%)	(49%)	(6%)
1 - Asst. Director, Welfare Audits.....			\$ 26,178
1 - Asst. Director, Rate Setting.....			26,178
2 - 1426 Sr. Clerk-Typist.....			20,532
2 - 1650 Accountant.....			25,184
2 - 1652 Sr. Accountant.....			32,468
1 - 1658 Chief Accountant.....			31,085
11 - 2905 Sr. Eligibility Workers.....			139,819
1 - 2907 Eligibility Wkr. Supervisor.....			14,499
			<u>\$375,903</u>
21			

1 - 1658 Chief Accountant (Director of Audits)

The Department wishes to establish the position of Director of Audits, Investigation and Contract Compliance.

Creating this position would strengthen the Department's capability to detect and take appropriate action to correct conditions involving error, abuse and fraud by coordinating responsibility for the performance of internal and external audits and for investigations of alleged abuse and fraud conditions.

The audit scope would include all of the Department's financial and related operational procedures. The audit would be performed for the purpose of detecting errors, identifying areas for needed improvement, developing recommendations for corrective action, and providing assurance that the Department's programs are carried out in accordance with applicable laws, regulations and Departmental policies.

The investigation of conditions involving fraud and abuse which occur wholly or in part from improper actions of DSS employees, frequently requires that Departmental records and procedures be reviewed in depth. Responsibility for making reviews of this type has not been assigned to any single DSS Unit. The Department believes that such reviews could be more effectively conducted

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GROUP				

by centralizing this responsibility under a single Division.

Several different organizational units are not responsible for monitoring and evaluating contract compliance by on-site review and audit of contractor records for programs such as In-Home Supportive Services, Food Stamps and BHI. The Department believes that such reviews could be more effectively performed by placing responsibility for reporting on contract compliance under a single Division.

The Director of This Division would also be responsible for developing and maintaining good working relationships with Federal, State and County audit and investigative agencies. The Director of the Division of Audits, Investigation, and Contract Compliance will report directly to the DSS Assistant General Manager.

1 - Assistant Director, Welfare Audits

A higher level position, Assistant Director, Welfare Audits, is needed to supervise the broadened scope of activities involving the Special Administrative Support Section.

The need for the higher level position results from the Department's increased emphasis on the detection and prevention of error, abuse and fraud conditions. Units included in SASS are Appeals and Fair Hearings, Special Investigations, Resource Investigations, Home Investigations, Overpayment Determination, and Claims and Collections. In addition, the Department intends to assist the proposed Special Initiatives Unit to SASS.

The SASS Units interface with the various programs administered by the Department. The Section represents the Department at hearings concerned with disputed determinations of grant award and conducts investigations and recoupment of overpayments. Supervision of this Section requires a wide range of technical skills and broad program knowledge. In addition, the supervisor of SASS must work at a level which is equal to other program heads in the Department and with high level staff in other County Departments, including the District Attorney and Comptroller Office, and with Federal and State auditors and investigators.

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DIVISION OF SOCIAL SERVICES

SUBDIVISION: BOARD OF SUPERVISORS

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B. AUDIT DIVISION (Cont'd.)

1 - Assistant Director, Rate Setting

Priority attention has been directed toward closer monitoring of the out-of-home care of children placed by DSS in institutions and in private homes. Nationwide attention has focused on the quality of care provided to these children and has questioned the financial costs which, for many institutional placements, are very high.

The Department wishes to establish a position for an expert in boarding home and institution placement who can devote full time to monitoring the quality of care provided the children whom we have placed, assessing the validity of the rates established by the facilities where the children are placed, and serving as an investigator in instances of complaint or reported alleged abuse. The kinds of expertise required to develop this level of expertise demand a position classification of the level requested.

- 2 - 1426 Senior Clerk-Typists
- 11 - 2905 Senior Eligibility Workers
- 1 - 2907 Eligibility Worker Supervisor

Fourteen additional positions are requested for the Separate Administrative Services Section (SASS) of the Audit Division. Five (5) additional investigator positions are needed to meet state staffing requirements for the AFDC program.

Eight (8) additional positions are needed to staff a new Unit which would provide the Department with an ongoing ability to conduct in-depth reviews of error, abuse or fraud conditions which significantly impact one or more programs. One (1) additional position is needed to develop information about cases which were overpaid under the Medi-Cal program.

Special Investigations Unit (SIU)

Five additional positions, 2905 - Senior Eligibility Workers, are needed to adequately staff the SIU. This Unit is primarily responsible for developing detailed information that is needed to evaluate allegations which affect the payment status of AFDC clients and to support appropriate legal actions with regard to AFDC overpayments and fraudulantly endorsed warrants. To meet the State Department of Social Services standard of one investigator per 1,000 AFDC cases, the SIU should employ 15 investigators because the AFDC caseload currently averages about 15,000 cases a month. Since SIU is authorized 10 investigator positions for the 1978-79 fiscal year, an additional 5 investigator positions should be authorized.

Special Initiatives Unit

Eight (8) additional positions, one 2907 Supervisor, five (5) 2905 Senior Eligibility Workers, two (2) 1426 Senior Clerks, are needed to create a Special Initiatives Unit. This Unit would have the ability to audit case file documentation and related transactions for all of the programs administered by DSS. This Unit would be responsible for conducting in-depth reviews and recommending corrective action with regard to error, abuse and fraud conditions which significantly impact one or more programs.

To accomplish its mission, the Unit would be responsible for carrying out special initiatives which would evaluate the Department's effectiveness in obtaining, documenting and using essential information requested from clients for the purpose of determining eligibility and need.

The need for conducting special initiatives can be demonstrated by the fact that ineligible persons were identified and criminally charged when the payroll of City employees was matched against welfare rolls. In another study, a number of overpaid cases were identified by matching AFDC payments - Child care against records of child care provided by the San Francisco Unified School District. While these initiatives have been cost beneficial, more importantly they have demonstrated the fact

DEPARTMENT OF SOCIAL SERVICES
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B. AUDIT DIVISION (Cont'd.)

that the welfare system can be managed to serve the best interests of both the tax conscious public and those needy persons who are legally entitled to and deserve the assistance which they receive.

In addition, this Unit would be responsible for reviewing those conditions which occurred because of improper actions by DSS employees and/or persons organized into networks for the purpose of fraudulently obtaining AFDC assistance payments, food stamps, social service funds, general assistance benefits and medical services.

Overpayments Unit - One Additional Senior Worker

The Unit is presently allocated seven Senior Workers and a Supervisor. These workers have been computing overpayments for the cash grant portion of AFDC fraud cases. The Medical overpayment on these cases has never been attended to. One Senior Worker is needed to compute Medical eligibility and refer those ineligible cases to the State for prosecution.

1 - 1652 Senior Accountant
2 - 1650 Accountants

A Journeyman level accountant (1652) and two junior accountants (1650) are needed to provide DSS with field audit and internal audit capability. Field audit capability is needed for reviewing the records of the various contractors who provide a variety of services including institutional-based foster care, homemaker services and fiscal agent services which are purchased by DSS.

In addition, fiscally-oriented audits of DSS operations are planned to cover various activities such as the collection of welfare overpayments, the issuance of emergency aid payments and controls over County-owned automobiles and other equipment.

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FUND FUND DEPT DIV SEC
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1 - 1652 Senior Accountant

The section of the Management, Evaluation and Compliance of Contract Division (MECC) has the responsibility of maintaining oversight of all contract provisions. Materials gathered by Management and Evaluation, as well as data collected by this Section, will be continually evaluated and analyzed to recommend whether contracts will be continued, continued with modification, or cancelled. Initiated in 1978-79 with the supervisor, two homemaker monitors and a clerk, the Section must expand to provide semi-annual audits, periodic site visits, and compliance reviews.

One 1652 Senior Accountant is requested to provide the fiscal audits and reviews essential to reliable assessments of compliance.

CITY & COUNTY OF SAN FRANCISCO

BUDGET EXPLANATIONS

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C. BUDGET AND FISCAL

1 - 1408 Principal Clerk\$ 12,893
 10 - 1426 Senior Clerk-Typist 102,057
 2 - 1630 Account Clerks 17,355
 1 - 1632 Sr. Account Clerks 10,649
 1 - 1634 Principal Account Officer..... 12,006
 1 - 1675 Supervising Fiscal Officer.... 35,208
 3 - 2903 Eligibility Workers..... 32,490
 1 - 2907 Eligibility Mgr. Supervisor... 14,459
20 \$237,412

1 - 1408 Principal Clerk for Chore Payment Unit

The implementation of AB 3028 (Agnes Bill), which requires the individual counties to guarantee that private chore care employees receive certain fringe benefits, will also signal the beginning of a twice-monthly payroll as required by the Industrial Code.

Though it is the State's goal to provide for a simplified time sheet it is our opinion, and that our EMP Coordinator, that you can't simplify the present time sheet much more and hope to maintain some sort of control over fraud and overpayment.

Twice a month payment then means twice as much paperwork so it is our intention to double the staff of the payment unit in order to handle the caseload of over 5,000 cases. One additional Principal Clerk would be needed to supervise the ten additional 1426 Clerk-Typists requested below.

10 - 1426 Sr. Clerk-Typists for Chore Payment Unit

Please see justification for Principal Clerk to be assigned to Chore Payment Unit. Ten additional Senior Clerk-Typists would double the number currently assigned in anticipation of twice as much paperwork for the caseload of over 5,000 cases.

01 FUND 001 FUND 45 DEPT DIV SEC
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3 - 2903 Eligibility Workers for Chore Payment Unit

Three additional 2903 Eligibility Workers are required to match the number already assigned to the Chore Payment Unit.

Those now assigned are responsible for taking care of all eligibility questions, dealing directly with the clients and providers, doing fraud work-ups and quality control on outgoing payments.

By doubling the volume of payments one can reasonably expect that the volume of the above-mentioned tasks will double.

1 - 2907 Eligibility Worker Supervisor

The addition of three additional Eligibility Workers to the Chore Payment Unit would increase the Eligibility Staff to five 2907's and one 2905. This then becomes a bonafide Eligibility Unit and an EM Supervisory position would be in order.

For many years the control, issuance and mailing of welfare warrants was performed by the Welfare Section of the Controller's Office, consisting of four employees supervised by a 1654 Principal Accountant.

With the implementation of the FAMIS Accounting System, the Controller has disbanded the Welfare Section and reassigned the personnel. The responsibility for welfare warrant maintenance was thrust upon the Department of Social Services. This Department has never budgeted for this activity. The following personnel are, therefore, requested to perform the tasks enumerated:

1 - 1634 Principal Account Clerk
 1 - 1632 Senior Account Clerk
 2 - 1630 Account Clerks

The following tasks have to be performed within definite time constraints and involve a considerable amount of detail:

- Sorting Warrants for manual release or mail release
- Stuffing Warrants
- Maintaining Warrant File
- Releasing Warrants to clients
- Communicate with Department Staff on Warrant matters
- Cancelling Warrants in Accounting System

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C. BUDGET AND FISCAL (Cont'd.)

1 - 1675 Supervising Fiscal Officer

The Department has submitted a reclassification package to create and realign certain positions to implement the reorganization of the Department as recommended by the HRM Project. This package is awaiting Civil Service Commission approval.

Class 1675 Supervising Fiscal Officer, Municipal Railway, is a single position class established in February 1978. Duties and responsibilities described in the specification for that class are also appropriate to the Director of the Fiscal Division of the Department of Social Services. Specifically, both positions are assigned the direction of all accounting and fiscal functions of a major City department including payroll and budget, contract and grant program accounting. In addition, both incumbents are directly concerned with the finding, allocating, integrating and accounting for monies from a variety of funding sources. 1978-79 base budget figures are \$97,832,049 for the Municipal Railway and \$135,205,476 for the Department of Social Services. These figures include subventions and reimbursements. When grant monies are added, the totals are \$137,832,049 and \$136,005,476 respectively.

The comparability of the two positions is such that amendments to the specification for Class 1675 Supervising Fiscal Officer, Municipal Railway, deleting references to the Railway and inserting "LARGE CITY DEPARTMENT" are recommended.

	01	001	45	
GROUP	FUND	FUND	DEPT	DIV SEC

D. PERSONNEL & STAFF DEVELOPMENT

3 - 1240 Assistant Personnel Analyst.....	\$ 37,111
2 - 1242 Personnel Analyst	26,625
1 - 1244 Senior Personnel Analyst.....	19,706
1 - 1408 Principal Clerk.....	12,893
1 - 1424 Clerk-Typist.....	9,348
1 - 1426 Senior Clerk-Typist	10,202
2	\$121,888

The establishment of a DSS decentralized testing unit was approved by the Civil Service Commission on October 31, 1978. The development of such a testing unit was indicated as necessary in order to increase the speed and efficiency of our classifying, testing and hiring, with an end result of developing a more stable and efficient work force. Department of Social Service analysts will be able to concentrate solely on DSS examination and classification work. This concentration will enable our Department to determine work priorities and thereby more realistically meet program needs.

3 - 1240 Assistant Personnel Analyst

This is the entrance level in the Personnel Analyst series. These positions are needed in the DSS examination unit to perform general administrative, clerical, and typing work in preparing level professional personnel work in examination surveys. These persons will aid the more experienced analysts in examination and classification work.

2 - 1242 Personnel Analyst

This is the full journeyman level in the Personnel Analyst series which is necessary for the development of the DSS exam unit. Since the DSS exam unit is located at a distance from the DSS examination division, the CSC division is unable to provide adequate training for DSS analysts. Therefore analysts (1242's), trained

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9400P

1180

1 - PERSONNEL & STAFF DEVELOPMENT (Cont'd.)

well in CSC examination procedures, are needed for the smooth running of the unit and to maintain effective liaison with the CSC examination division. Personnel Analysts (1242's) are skilled enough in order to carry out work assignments with a large degree of independence, are able to make accurate decisions, and are able to develop their own work sequence within established CSC policies and procedures.

At present, there is a great backlog in DSS examinations so that an intensive effort is needed to process examinations and establish eligible lists. Two experienced analysts are required to insure that the DSS exam unit is effective in its goals.

The DSS examination unit will eventually perform classification surveys for positions within the DSS. One experienced analyst (1242) will be necessary to perform and supervise these surveys in compliance with CSC classification formats and policies.

1 - 1244 Senior Personnel Analyst

This is the first supervisory level in the Personnel Series. The position will supervise the Decentralized Personnel Unit. This involves responsibility for liaison with Operating Personnel and the Civil Service Commission. This level personnel analyst will be able to provide the level of experience and leadership required to ensure the effective functioning of recruitment, selection and classification activities of the Decentralized Personnel Unit.

1 - 1408 Principal Clerk

One 1408 Principal Clerk is needed to develop, write and conduct formalized training for clerical staff who serve as support to the administration of all welfare programs. This staff consists of approximately 350 employees for whom Staff Development has not been able to provide this training. Criticism of the Department was made by the State Department of Social Services, and by survey of the

consultant firm of Robert Carleson & Associates for not establishing this ongoing-type training.

1 - 1424 Clerk-Typist

The Department of Social Service Examination Unit will require a clerical employee to perform the more routine clerical functions of the office including maintaining files, typing, scoring exams, receiving applications and mailing at least 100 form letters which need to be sent at various times to applicants and candidates.

1 - 1426 Senior Clerk-Typist

An Examination Unit requires the performance of numerous clerical procedures from the initial determination of the need for an exam to the final posting and adoption of an eligible list. There is a need for an appropriate level clerical employee (1426) who has the ability to type responses to appeals, to type staff reports for CSC meetings and other official letters and documents. This employee must organize and supervise the maintenance of an accurate filing system. This employee must also organize the work of the day and determine appropriate priorities.

E. QUALITY CONTROL

- 6 - 2904 Sr. Eligibility Workers\$ 76,265
- 1 - 2907 Eligibility Worker Supervisor. 14,459
- 4 - 2912 Sr. Social Workers 62,222
- 2 - 2942 Sr. Child Welfare Workers..... 44,370
- 1 - 2944 Child Welfare Supervisor..... 23,803
- 14 \$221,119

Quality Control Section - Only the AFDC and BHI Quality Control Sections are now in operation (1-2907, 8-2905's). Two new sections are proposed:

- 1) The first new Section will monitor Services (1-2944; 2-2942's) and 4-2912's). This Section will provide Quality Control in the General Assistance, Adult Services, and Family and Children Services Programs. Sections 20, 59, 13 and 20, 59, 14 of the General Assistance Ordinance (569-77) require "a thorough and reliable program of Quality Control with respect to the administration of General Assistance." To comply

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E. QUALITY CONTROL (cont'd.)

with the Ordinance, it will be necessary to add two Quality Control investigators at the 2912 Senior Social Worker level. Title XX monitoring and evaluation requirements, as stated in the State Department of Health Bulletin on Quality Assurance in Social Services (Section 1300-1360) November 1977, requires a permanent County Welfare Department monitoring system. For minimum compliance, as cited under Case Record Sample Selection (Pages 1200, 1210) for Adult Services, two Quality Control investigators at the 2912 Senior Social Worker level are required; and for Family and Children Services, two Quality Control investigators at the 2942 Senior Child Welfare Worker level are required. A 2944 Child Welfare Worker is requested to supervise the Unit.

- 2) Volume III (Final Report-Findings and Recommendations) of Garleson Review of the Department of Social Services devotes an entire chapter to Quality Control; and the second recommendation under this Quality Control Section calls for the establishment of a Quality Control Section for Non-Assistance Food Stamps and Medi-Cal. To implement this recommendation to provide for full-file reviews but not desk audits (minimum level of Quality Control), will require three Quality Control investigators at the 2905 Senior Eligibility Worker level for Food Stamps, and three more Senior Eligibility Workers for Medi-Cal. For these six positions, one 2907 Eligibility Work Supervisor is requested for supervision.

F. AFDC

1 - 1406 Senior Clerk	\$ 10,649
1 - 1426 Senior Clerk-Typist	10,286
7 - 2905 Senior Eligibility Workers	88,976
1 - 2907 Eligibility Worker Supervisor	14,459
2 - 3284 Recreation Director	27,614
<u>12</u>	<u>\$151,904</u>

1 - 1406 Senior Clerk

This clerical training position would be used as a permanent clerical trainer in the AFDC Administrative Services Unit; also, would supervise, evaluate and place trainees, and act as a clerical replacement for Unit Clerks or for vacant Principal Clerks.

1 - 2907 Eligibility Worker Supervisor7 - 2905 Senior Eligibility Workers
1 - 1426 Senior Clerk-Typist

This request is for an additional AFDC Intake Unit, to consist of one 2907 EW Supervisor, seven 2905 Senior EW's, and one 1426 Senior Clerk-Typist for the following reasons:

New AFDC Regulations, effective 7/1/78, regarding Immediate Need (F.A.S. Manual Section 40-129) have only, during the past two months, presented numerous problems for Intake.

The intention of these Regulations is to insure that an applicant in Immediate Need receives an Immediate Need payment if eligibility for AFDC is apparent. This Immediate Need determination and payment should be completed on the day the recipient indicates Immediate Need. In no event shall this be completed later than the following working day.

Because of these new Regulations, and a leaflet circulated by Welfare Rights in the reception area, as well as the intervention of community agencies recently informed of these new Regulations, and more sophistication on the part of applicants, AFDC Intake has been inundated with request upon request for Immediate Need.

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3. AFDC (Cont'd.)

Even though Immediate Need may not be issued (40% of those requesting do not receive Immediate Need), these applicants still must be seen within a 24-hour period. If eligible, approximately 40% of the total intakes of 650 per month are granted Immediate Need. This means that within the 24-hour period, the worker must issue an emergency check, Food Stamps, etc., which in a sense has doubled the work of each Intake Worker.

A further priority and pressure from these Immediate Need cases is that the Intake Worker must "verify the applicant's eligibility or ineligibility within 15 working days of the date in which the county determined Immediate Need existed. There is no State financial participation in the Immediate Need payment(s) if eligibility or ineligibility is verified after 15 working days." (E.A.S. Manual Section 40-129.456).

2 - 3284 Recreation Directors

AFDC clients coming to the Department for official reasons are frequently accompanied by their children, and because clients are often required to wait to see their worker, a playroom for the children has been established adjacent to the waiting room. This playroom has been equipped with voluntary contributions. The ten to thirty-five children, who are there at all times, are currently supervised by volunteers who cannot be depended upon to be present according to schedule and, additionally, are not trained to provide care. Two Recreation Workers, assigned to the playroom on a full-time basis, would not only ensure the Department that the playroom is supervised at all times, but would provide an enriching experience for these children who will benefit from a structured and planned time in the playroom.

01 FUND 001 45 DEPT DIV SEC
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G. FOOD STAMPS

11 - 1424 Clerk-Typists \$102,495
1 - 1426 Sr. Clerk-Typist 10,075
30 - 2903 Eligibility Workers 324,920
4 - 2907 Eligibility Worker Supervisors 57,838
1 - 2946 " Eligibility Worker Supervisor 13,035
42 \$513,363

6 - 2903 Eligibility Worker Positions Added

Effective July 1, 1978, the State approved an amended plan provision under Cost Containment for N.A.F.S. which reduced the average workload for an Eligibility Worker from 283.59 to 186.43. Because of the decrease in the caseload average, the number of Eligibility Workers in the program can be increased to 99.75 (which includes 9 positions in the SASS Section). We are requesting an addition of six Eligibility Workers, in order to set up an additional Unit.

24 - 2903 Eligibility Workers
4 - 2907 Eligibility Worker Supervisors
1 - 2946 Senior Eligibility Worker Supervisor

The above are additions because of changes in Federal and State regulations.

Effective January 1979, Federal regulations require the Elimination of Purchase Requirements (EPR), improving access to the program (especially for the elderly and the working poor). It is believed that this change will allow several million poor persons to participate in the program for the first time. (Federal statistics show 15.3 million persons presently receiving food stamps). Although no specific increase in clientele have been projected by Federal and State agencies, it is anticipated that while many families will receive less benefits because of changes in income deduction regulations, more single persons and families will participate in the program because of EPR. Based on a conservative estimate of an increase of one million cases nationwide, our projection is 4,000 additional WAFS cases in San Francisco.

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G. FOOD STAMPS (cont'd.)

Eight (8) 1424 Clerk-Typist positions and one (1) 1426 Senior Clerk-Typist position are requested for clerical support related to the aforementioned justification for 30 Eligibility Workers and 5 Eligibility Worker Supervisors.

Additionally:

1 - 1424 is to be used for assembling new case folders, logging in cases, control clerk duties and backup transmittal clerk. Pickup from Screening, Immediate Need (IN) and Q4. Also, will enter IWT 6 on roster prior to delivery to CI and pickup all IN file folders from CI.

1 - 1424 to be used as additional full-time T.P. desk reception, screening and IN clerk. Addition of position necessary as a result of the merging of Intake and Carrying Units.

1 - 1424 to be used in Food Stamps Security Control. Extremely heavy typing of ARPs and ID cards. Will request cases for 14 workers and two supervisors for Food Stamps Overpayment/SIU Units. Also, log Wage and Claim information and a great number of other tasks.

H. MED-CAL

1 - 2969 Assistant Director,
Social Services Programs\$28,136

J. ADULT SERVICES

1 - 2969 Assistant Director,
Social Services Programs 28,136

K. FAMILY & CHILDREN SERVICES

1 - 2969 Assistant Director
Social Services Programs..... 28,136
1 - 2940 Child Welfare Worker..... 18,374
9 - 2994 Homemaker..... 81,728

01 FUND	001	45	DEPT	DIV	SEC
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3 - 2969 Assistant Director,
Social Services Programs.....\$84,408

These 3 positions are currently part of a reclassification package awaiting action by the Civil Service Commission. In order to create 3-2969 Assistant Directors, Social Services Programs, the following positions will be reclassified:

2 - 2930 Social Services Division Supervisor.....	\$52,356
1 - 2971 Director, Social Service Program.....	31,292
TOTAL ABOLISH:	\$84,355
TOTAL CREATE:	\$84,408
DIFFERENCE:	\$53

The reclassifications are being requested to reorganize as required by the implementation of the FIRM Project in the Department.

Incumbents will be responsible for the Medi-Cal, Family and Children's Services and Adult Services Programs respectively, and report to the Assistant General Manager, Department of Social Services. Under the FIRM reorganization, each of the incumbents will be assigned full accountability for each program execution and be responsible for requesting and assigning monies allocated to the program. The three programs are hierarchically organized with five to six member units as the basic level. Unit numbers range from twenty-four to fourteen.

While the programs differ significantly, the level of responsibility of each position is approximately the same. These duties and responsibilities are described in the specification for Class 2969 Assistant Director, Social Service Programs. Further, the allocation to this position assigned to existing assignments in that position assigned to the General Assistance and Non-Assistance Food Stamps Programs, are already allocated to Class 2969 Assistant Director, Social Service Programs.

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Ref. No.

301

K. FAMILY & CHILDREN SERVICES (Cont'd.)

1 - 2940 Child Welfare Worker.....\$18,374

This worker will be assigned to Juvenile Court to assist the Department's presently assigned worker.

The number of court hearings has increased sharply during the past several months and there is no reason to expect a decrease. The need for a Child Welfare Worker to be assigned to this Division is acute.

At the present time, it is not unusual for the assigned worker to have hearings scheduled in three different court rooms at the same time. On occasion, the City Attorney will take the worker's place in one of the court rooms but this is not always possible, and it is never appropriate. Usually other people are involved in hearings and they must wait until the assigned worker is finished in the other Court. When private attorneys have to wait, the cost of their representation increases because they are paid by the hour (at taxpayers' expense), and this includes waiting time.

9 - 2994 Homemaker.....\$81,738

Family and Children Services Homemaker Service is an auxiliary service available to families, active in our units, and include both Assistance and Non-Assistance cases. The purpose of Homemaker Service is to avert out-of-town placement of children. Homemaker Service is a protective-preventive service for cases identified as having problems of child neglect, abuse or exploitation. The Homemaker works as a team with the Social Worker, who has responsibility for the case treatment plan.

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Homemakers teach parents adequate methods of Child Care and proper ways of managing a home, including areas of budgeting, planning of meals and house-keeping skills. There are currently eight (8) Homemakers in the Unit.

From July 1, 1978 to present, we received a total of 191 requests for Homemaker Services. Out of this number, 75 families were not provided Homemaker Services due to the fact that no Homemaker was available at the time to send into the home.

I. GENERAL ASSISTANCE

2 - 1404 Clerks\$19,001

These Clerks are requested for the following areas:

Reception Room Aide: G.A. Intake needs an individual to assist intake applicants with the completion of application forms. The applicants frequently have considerable difficulty completing G.A. and F/S application forms. The presence of a Reception Room Aide to help applicants with completion of their forms would provide a substantial reduction of screening worker manhours and better utilization of social worker staff.

1680 Mission, 3rd Floor Receptionist: To assist G.A. Carrying clients referral to their assigned G.A. social Worker, and to eliminate the present confusion of clients' attempts to locate workers' desks. The 3rd Floor Receptionist could also coordinate the 1st to 3rd Floor Referral Process, coordinating the sending of Carrying Unit clients to the 3rd Floor with Reception Desk staff.

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Ref. No. 002
S.O. 100 OVERTIME - \$4,000
FISCAL YEAR 1979 - 1980

Ref. No. 003
S.O. 200 REGULAR TEMPORARY - \$1,532,955

Overtime is requested for the following purposes:

To be used for the following purposes:

(a) The Federal Government has passed the new Food Stamp legislation. This legislation will eliminate public assistance Food Stamp cases but will entitle these recipients to Non-Assistance Food Stamps if they desire them. It is also supposed to eliminate the recipients purchase requirement which should make food stamps more desirable to the recipient. This will make 100% case reviews necessary within all programs presently certifying Food Stamps.

(b) Mandatory annual family budget changes for computing AFDC grants, effective on the date set by the State Department of Social Services.

(c) To effect changes in grants in compliance with amendments to State regulations, legislative enactments, fairhearing decisions, and court orders.

(d) Overtime for payroll and personnel staff to process timecards and regulations to ensure that authorization documents, relative to the hiring of replacements and new personnel, are completed on time.

(e) Emergency work done by the staff of Management Services in the various buildings which cannot be done during normal working hours, due to the interruption it might cause to the normal work routine of the staff.

(f) Preparation of the annual budget and cost control plan of the Department.

(g) Mandatory case reviews by Eligibility Workers for the purpose of determining continuing eligibility for aid and for special adjustments and reviews mandated by the State Department of Social Services or by the Department of Health, Education and Welfare.

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GROUP

VACATION RELIEF

1 Stationary Engineer.....6 wks. @ \$728 \$ 1,476
6 Elevator Operator.....6 wks. @ 326 2,282
1 Clerk-Steno (1444).....(ongoing) @ 359 9,370
2 Account Clerks (1630).....6 wks. @ 325 1,950
14 Clerk-Typists(ongoing) @ 326 119,420
10 Sr. Clerk-Typists(ongoing) @ 357 93,477
45 Eligibility Workers.....(ongoing) @ 408 477,997
2 Eligibility Worker Supvr. (ongoing) @ 505 26,361
81 TOTAL VACATION RELIEF: \$729,226

Vacation Relief is needed for the uninterrupted operation of the Department. Coverage for the listed positions is needed as the duties are continuous and cannot be backlogged.

In-Training

50 2903 Eligibility Workers 4408 \$530,400
3 2907 Eligibility Worker Supvr. @ 505 39,590
53 TOTAL IN-TRAINING: \$569,290

Temporary funds are requested for 50 Eligibility Workers and 3 Eligibility Worker Supervisors to replace employees assigned to mandatory full-time, four-week training programs conducted by the Staff Development Division. These positions will also be used as "floaters" to cover for workers who are absent for whatever reasons. These replacements are essential if caseloads are to be covered at all times and if the work of determination of eligibility and redetermination of continued eligibility is to be done. Uncovered caseloads are one of the main causes for high error rates.

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GROUPDEPARTMENT OF SOCIAL SERVICES
COMMUNITY CARE OF CALIFORNIA

Ref. No.

Ref. No.

003

Central Index

- 1 1426 Sr. Clerk-Typist @ \$257..... \$ 9,282
 2 1404 Clerks (Part-Time) @ 166..... 34,528
 3 TOTAL CENTRAL INDEX: \$ 43,810

These temporary positions are needed to keep the master card files at Central Index current on a day-to-day basis. These files are essential to the Department's operations.

Adult Program HR-1; AB 134

- 2 1424 Clerk-Typists @ \$326 \$ 16,982
 (1 in HR-1; 1 in Emergency Loans)
 7 2203 Elig. Workers @ \$408 74,256
 (in Adult Program & Emergency Loans)
 1 2207 Elig. Wr. Supvr. @ \$505 13,130
 (Adult Program HR-1)

TOTAL ADULT HR-1; AB 134; & EMERG. LOANS: \$104,368

Funds are requested to cover the salaries of 10 full-time temporary positions to carry out the Adult Program requirements established by Ordinance #499-74. Under the requirements of HR-1 and AB 134, the counties are still responsible for programs such as Emergency Loans, Aid to the Potentially Self-Supporting Blind, Homemaker/Chores, and Special Circumstances, even though the Federal SSI/SSP program took over the function of issuing aid warrants to adult recipients.

Indochinese Refugee Program

- 1 2207 Elig. Wr. Supvr. @ \$505 \$ 13,130
 6 2203 Elig. Workers @ 408 63,648
 1 1424 Clerk-Typist @ 326 8,476
 3 TOTAL INDOCHINESE REFUGEE PROGRAM: \$ 85,254

To continue the funding of the Indochinese Refugee Program. This Program, mandated by Public Law 94-25 and 94-24, is scheduled to be phased out over a four-year period. These workers are necessary to carry this very special caseload.

TOTAL CONTINUING EMPLOYMENTS: \$233,432

004

S.O. 600 RETIREMENT ALLOWANCE - \$4,045,048

To provide for the City's contribution to the Retirement System for employees who are members thereof as required by the Charter, Section 8.525. Our budget request is computed as follows:

Permanent Salaries \$22,464,607
 Overtime Wages \$22,463,607
 Less: Salaries of Employees
 Under Proposition L Rate.. 8,597,160
 Permanent Salaries subject to
 Retirement @ 20.05%..... \$13,871,447 \$2,781,225
 Permanent Salaries subject to
 Retirement @ 14.70%..... 8,597,160 1,263,783
 TOTAL RETIREMENT CONTRIBUTION: \$4,045,008

005

S.O. 606 SOCIAL SECURITY - EMPLOYER'S TAX- \$1,470,300

FEDERAL STATE COUNTY
 \$602,823 \$691,041 \$176,436
 (41%) (47%) (12%)

To provide for the City's share of Social Security Taxes as required by Charter Section 8.514. The Department of Social Services does not have any employees who are exempted from coverage.

Total Social Security Taxes on 1,607 Permanent positions amounting to \$22,464,607 in permanent salaries and \$4,000 in overtime wages:.....\$1,470,300

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D
FORM 4250

BUDGET EXPLANATIONS

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Ref. No.

006

S.O. 640 HEALTH SERVICE SYSTEM - \$676,029

FEDERAL	STATE	COUNTY
\$277,472	\$379,734	\$81,123
(47%)	(47%)	(12%)

To provide for the City's contribution to the Health Service System for employees who are members thereof, as required by Charter Section 8.423.

No. of Permanent Employees: 1,607

Less: No. of Permanent Employees exempted from Health Service: 84

Annual rate per Employee: 1,523
145,388

TOTAL HEALTH SERVICE SYSTEM: \$676,029

Ref. No.

008

S.O. 621 UNEMPLOYMENT COMPENSATION INSURANCE - \$ 3,424

FEDERAL	STATE	COUNTY
\$ 1,404	\$1,609	\$ 411
(47%)	(47%)	(12%)

Administrative Cost:

No. of Permanent Employees: 1,607

No. of Temporary Employees: 71

No. of Temporary Positions budgeted under Permanent Salaries: 24

Rate per Employee: 1,172
2,82

TOTAL UNEMPLOYMENT INSURANCE - \$ 3,424

ADMINISTRATIVE COST:

007

S.O. 620 UNEMPLOYMENT INSURANCE - \$93,153

FEDERAL	STATE	COUNTY
\$38,193	\$43,782	\$11,178
(47%)	(47%)	(12%)

To provide unemployment insurance coverage for the Fiscal Year 1979-80, for all Permanent and Temporary employees except those who belong to certain exempted classes.

Permanent Salaries \$22,464,607Temporary Salaries 82,1615

Total Salaries subject to Unemployment Insurance: \$23,286,720

Unemployment Insurance @ .4% .004TOTAL UNEMPLOYMENT INSURANCE: \$ 93,153

009

S.O. 1001 PROFESSIONAL SPECIAL SERVICES - \$ 2,713,762

FEDERAL	STATE	COUNTY
\$1,112,643	\$1,275,468	\$325,651
(47%)	(47%)	(12%)

Funds are requested for the following specialized Services:

A) Food Stamp Program\$ 760,087

Food Stamp Outlets, under contract, are reimbursed under contract rates. For the redemption of authorizations for Food Stamp, this request represents 100% of the 1978-79 funding. The amount to be paid varies with the number of transactions.

B) Foster Home Find Service (JACKIE) \$ 24,420

To continue the contract with JACKIE to provide an ongoing program to find foster parents and homes for children. JACKIE is a community volunteer organization and the only organization providing this type of service.

BUDGET EXPLANATIONS

FISCAL YEAR

1 79 - 1980

DEPARTMENT OF SOCIAL SERVICES
SUBMITTAL BOARD ON COMMISSION

Ref. No.

009

1001 PROFESSIONAL SPECIAL SERVICES (Cont'd.)

1 In-Service Training & Conference Speakers \$ 10,000

Funds are requested for staff to attend conferences, purchase training courses and reimburse outside speakers. Knowledge gained by administrative personnel will benefit the Department when this knowledge is applied to improving Departmental operations and reducing margins of error. Also, this satisfies affirmative action laws/policies to provide opportunities for the upgrading of staff.

In-Service Training Courses - Various Universities \$21,000

Funds are requested for the development of training programs in cooperation with the University of California, University of San Francisco, San Francisco State, and other educational institutions. Such training is required by State Regulation #10-221 to carry out the required services programs, i.e., information and referral services, protective and out-of-home services for children and adults, employment services, child care services, health-related services, family planning services, homemaker and chore services. \$ 21,000

We are requesting \$50,000 as seed money to match 75% Federal funding under Title XI Services Training. This will generate another \$150,000 for training of our Services staff. We plan to arrange college and graduate level training for our Services workers through local educational institutions in order to meet the requirements of Title XI and to provide better services to the recipients. \$200,000

D) Burglar Alarm System \$ 17,543

To continue the burglar alarm systems in Department buildings. These systems provide night-time and weekend surveillance and response to both ADT and AFPD in the event of illicit entry.

A rate increase of 10% can be anticipated in December, 1979. The allocation of the request is as follows:

Ref. No.

009

Service Address

150 Otis - \$14.87 x 12 mos. = \$1,378
170 Otis - 152.25 x 12 mos. = 1,827
1680 Mission - 66.00 x 12 mos. = 792
1360 Mission - 66.00 x 12 mos. = 792
\$ 4,789

A closed circuit TV monitoring and surveillance system (separate from but connected to the ADT system) has been installed in and around 170 Otis to provide constant monitoring of security and access/exit areas of the building; maintenance of this system is estimated at:

\$1,063/mo. x 12 mos. = \$12,754

E) Interpreter Service \$ 200

As a result of a Fair Hearing decision on March 20, 1968, the Director of the State Department of Social Services required the Department to provide Interpreter services to applicants who have speech and hearing impediments and to pay for these services as an administrative expense. No change over 1978-79.

F) Security Guards.....\$214,811

To continue contracted service with Pinkerton's, Inc., for the provision of uniformed guards in all our buildings. The presence of uniformed guards is very effective in reducing the number of thefts and violent attacks, and in maintaining order in waiting rooms. In addition, the closed-circuit TV monitoring station in 170 Otis will serve as a guard station manned by a guard during all open hours. During this open period, the taped activities of the previous unmanned period will be reviewed. The Guard Station will be in communication with five guards who will "float" throughout the building during business hours. It will also be possible to divert guards to or from the adjoining buildings, should the need arise. Contracting for guards is much more economical than providing our own guards. The contractor pays for uniforms, public liability insurance and equipment, as well as vacation and sick leave, replacements. We will also require the equivalent of one guard for relief, evening and weekend extra duty when the auditorium is in use.

BUDGET EXPLANATIONS

FISCAL YEAR
1979 - 1980

DEPARTMENT, BOARD OR COMMISSION

Ref. No.

009 F. Security Guards (Cont'd.)

Guards will be allocated as follows:

1360 Mission.....	3
1680 Mission.....	3
150 Ots	3
770 Ots	6
Extra	1

Cost Computations:

1. Regular - 40 hrs. x 52 wks. x 16 guards
@ \$6.23/hr. = \$207,334

2. * Holiday - 16 hrs. x 10 guards
@ \$9.23/hr. = \$1,477

* (Pinkerton's union contract observes Memorial Day on May 30, 1979 and Washington's Birthday on February 22, 1979, work days for City Departments).

3. 10 Radio Transceivers @ \$500/mo. x
12 mos. = \$ 6,000

Pinkerton will purchase radios and charge off in one year, including maintenance or replacement; after 12 months, the equipment will be provided, including service or replacement, at no charge.

G. Case Data System Contract.....\$54,315

To continue the contract with Alpha Beta Associates to provide the Case Data System, a welfare data processing system in operation in San Francisco and other California Counties. The adoption of the system was approved by the Board of Supervisors' Resolution #202-73. Charges are based on a pro-rata (among all 10 Counties) of the total spent on program maintenance, machine time and technical upgrading.

Ref. No.

009 G. Case Data System Contract (Cont'd.)

01	001	45	
FUND	FUND	DEPT	DIV SEC
			GROUP

Program Maintenance: \$2,484.72/mo. x 12 mo. = \$29,817

Machine Time: \$ 810/mo x 12 mo. = 9,720

Technical Upgrading: \$ 62.45 x 12 mo. = 749

Sub-Total: \$40,286

-Allowance for 10% rate increase: 4,029

Total: \$44,315

Social Services Reporting

System Study\$10,000

San Francisco County is one of 10 Case Data System Counties planning to share in the development costs of an in-depth study for a new Social Services Reporting System. The total cost of the 10-month study is \$150,000. The first year share-of-cost will be: \$10,000.

The Welfare Case Data System Joint Committee received authorization for a study-in-depth regarding Social Services from Mr. Ronald L. Bryant, Assistant Chief, County EDP Systems Bureau, in a letter to Mr. D. G. Eyalin, Chairman, dated August 1, 1975. Since then, the Joint Committee, through its Services Sub-Committee has undertaken the study-in-depth while simultaneously patching the current system to comply with current Title XX and SSRR requirements. The natural consequence was a delay in completing the study-in-depth and a rather patched-up Social Services data system.

Those who have been involved with Social Services since the inception of Title XX and SSRR will bear witness to the multitude of new concepts generated as a consequence. Phase I, II, III, Title XX Planning, Primary Recipients, Goals, CASP, Eligibility for Service, Outcome Objectives, Time Reporting and Service Program Costing are but a few concepts, either created by or emphasized by Title XX and SSRR. Those who have had responsibility for implementing Title XX and SSRR know the struggle to find new and better ways to enhance the Social Service delivery system and communicate the results through more sophisticated reporting mechanisms.

BUDGET EXPLANATIONS

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DEPARTMENT OF SOCIAL SERVICES
BOARD OF COMMISSIONERS

Ref. No.

0000

g) Case Data System Contract (Cont'd.)

Social Services Reporting System Study -

The necessity to create a reporting system that is flexible enough to incorporate the Title IX and SRRP concept, but inflexible enough to be manageable requires a service reporting system. The description taken in the study-depth will provide such a system for the Case Data System Counties.

H) Call Forwarding Service.....\$ 1,662

For the continued funding of an answering service to forward calls to the home phones of the protective service worker designated for duty on a particular night, holiday or weekend when the Department's offices are closed. State Department of Social Services' regulation #30-104.6, requires the Department to provide protective services 24 hours a day, seven days a week. This is the same amount as approved in the 1978-79 Budget.

I) Bay Area Placement Committee Service.....\$ 3,251

The Bay Area Placement Committee is a subcommittee of the Bay Area Chief Probation Officers Association. The Placement Committee is made up of supervisors of Out-of-Home Placement from both the Probation and County Welfare Departments in 15 northern California Counties. The San Francisco Department of Social Services has both Program and Fiscal representation on this Committee. For the past 6 years, the Bay Area Placement Committee has established budget subcommittees to review and recommend board rates in various institutions in which dependent or delinquent children are placed. Prior to the inauguration of this service, it was necessary for each county to review budget requests and enter into negotiations with each of these institutions. As a result, the institutions charged different rates to different counties; San Francisco was frequently disadvantaged, since we have a great need for many placements. Traditionally,

institutions provide a lower rate for placements from their own counties than from outside counties. At the present time, San Francisco County uses the services of close to 80 different facilities scattered throughout the State.

No change over amount approved in the 1978-79 Budget.

J) Background Music System-Sound Abatement.....\$ 240

For continued subscription service to provide background noise and music for the preservation of confidentiality at approximately \$20 per month. No change in amount requested.

170 Otis Street has been designed to achieve the maximum possible usable space, taking into consideration the location and the applicable codes. By designing in a continuous background noise and music system to preserve confidentiality, the architect was able to achieve approximately 9 1/2% net usable office space (80% is storage); the remaining 7% is made up of various mechanical, electrical and other service areas. Equipment for the background sounds is built into the building but the Department must furnish the actual recordings.

The most appropriate and economical method of supplying such sound is through a subscription and maintenance service which will furnish replacement tapes on a regular basis. This replacement service accomplishes a dual purpose: It replaces tapes as they wear out and also changes the selection to avoid repetition and boredom.

K) Resource One\$10,000

Resource One, a community computer service, compiles and updates a social service referral directory. The Directory serves as an inventory of all human care services available in the community and, as such, would be an invaluable tool for social workers in the Department. The Department will contract to have it printed, together with quarterly updated material for staff. This is the same amount approved in the 1978-79 Budget.

CITY & COUNTY OF SAN FRANCISCO

BUDGET EXPLANATIONS

FISCAL YEAR

1979 - 1980

DEPARTMENT OF SOCIAL SERVICES
DEPARTMENT, BOARD, OR COMMISSION

Ref. No.

009

L) Hearing Officer.....\$ 10,000

In accord with Chapter Section 8.341 and Rule 6 of the Civil Service Commission, funds are requested for hearing officers, transcripts and other costs that are incurred during dismissal hearings of permanent employees. The average cost of hearings is about \$500 but some have exceeded \$2,000. No change over the approved 1978-79 Budget.

M) Adult Service Contracts.....\$947,113

The Department has contracted out for a number of years for the provision of Rehabilitation Services to developmentally disabled and mentally retarded adult residents of San Francisco who are recipients of Supplemental Security Income (SSI). The organizations presently under contract are:

- 1) Recreation Center For The Handicapped - \$619,985
- 2) Aid Betarded Citizens, Inc. - 210,693
- 3) Potrero Hill Neighborhood House - 65,725
- 4) San Francisco Senior Center - 50,711

They provide various services to approximately 541 recipients per month. These contracts have always been funded through Supplemental Appropriation Requests. This year, in order to insure continuity of service and timely payment, the Request is incorporated as part of the initial Budget.

It is anticipated that private organizations such as United Way will continue to share in the cost of some of these services by contributing the County's 25% share of cost.

Twenty-five percent (25%) for the Recreation Center For The Handicapped has previously been provided through the Recreation and Park Department Budget. The Health Department and Committee on Aging, have also provided funds for the County share of cost. The amount requested is the present funding level with no increase.

Ref. No.

009

N) Microfilm Contract.....\$215,000

The Department has exhausted its space allocation for storage of Case Records and the need for to be maintained for many years and the need for storage increases every year. To alleviate this problem, it is planned to microfilm the worst part of the records to microfilm. The amount requested will allow for the conversion. This process will also assist the casekeepers in maintaining neat and manageable case folders.

O) Plant Maintenance.....\$ 3,120

Included in the architect's decoration for the new building at 770 O'Connell Street, were many plants. There are approximately 127 plants valued at \$375 per plant. These plants need frequent maintenance. The funds requested will allow the Department to contract for this service.

010 S.O. 1110 AUTO MILEAGE - \$72,528

FEDERAL	STATE	COUNTY
\$31,286	\$36,438	\$9,304
(41%)	(47%)	(12%)

These funds are used in the main to reimburse those Child Welfare Workers who, by regulation, are required to visit children in placement monthly. The majority of trips are outside the County. This is a slight increase over last year.

S.O. 1201 LOCAL FIELD EXPENSE - \$12,000

FEDERAL	STATE	COUNTY
\$4,920	\$5,640	\$1,440
(41%)	(47%)	(12%)

These fares are used for the following purposes:

Local bus and cabs are incurred by Eligibility and Social Workers when they make the required home visits and adoptive and foster care home inspections. Part Passes and bus tokens are utilized when the occasion for their use is economically advantageous.

BUDGET EXPLANATIONS

FISCAL YEAR

1979 - 1980

DEPARTMENT OF SOCIAL SERVICES

SUBVANCE BOARD OF COMMISSION

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Ref. No.

0111 S.O. 1201 LOCAL FIELD EXPENSE (Cont'd.)

012 S.O. 1202 FREIGHT - \$2,500

Routine travel for Messengers and other Department personnel between Department Buildings, City Hall and other agencies.

A Volunteer Services Program enabling citizens to serve the Department's clients in the capacity of volunteers is mandatory in all counties. It is staffed by two professional social workers and a secretary. An advisory board provides administrative assistance and support to the program. All other functions are performed by volunteers. The services they provide do not duplicate or replace services performed by Department staff. Funds are requested for these volunteers who provide the following services:

Clerical Volunteers help in the office with typing, art work, mailing, collating, stapling, publicity and fund-raising.

Clothes Closet Volunteers help to supervise and maintain a clothing exchange for clients at the 1680 Mission Street Building.

Playroom Volunteers care for the children whose parents are being interviewed by social workers.

Spot Assignment Volunteers serve as escorts to aged and/or handicapped clients. They escort them to medical appointments, grocery shopping and special errands.

Telephone Reassurance Volunteers serve the Department's clients by making daily telephone calls to the aged, the shut-ins, and persons living alone. Approximately 100 clients a day are reached in this manner.

Tutor Volunteers teach children to read, coach adults preparing for examinations for employment and help students to keep pace with their class-work.

Volunteer Visitors call regularly on aged and/or handicapped persons to assist them in writing letters, reading, or simply to give companionship.

No change over the amount approved in the 1978-79 Budget.

FEDERAL	STATE	COUNTY
\$ 1,095	\$ 1,475	\$ 900
(41%)	(47%)	(12%)

The Department is continually trying to improve the employee working conditions in overcrowded buildings. This sometimes necessitates relocation of staff. Demands of changing programs also affect the location of staff. Based on experience, at least \$2,000 is required for movement of office furnishings and equipment to accommodate unanticipated moves.

Five Hundred Dollars (\$500) is required for shipment costs related to reports, forms and large packages. These are shipped by U.P.S. and Greyhound.

013 S.O. 1206 TRAVEL EXPENSE - \$28,000

FEDERAL	STATE	COUNTY
\$11,480	\$13,460	\$3,360
(41%)	(47%)	(12%)

This money will be used to fund the following routine and official travel items:

- A) Routine travel by the General Manager and administrative staff to attend the following meetings called by the State Department of Social Services, County Welfare Directors Association, and various State Health and Welfare agencies:
 1. State Department of Social Services and County Welfare Directors Association meetings relative to policy and procedures determination and clarification.
 2. Quarterly public hearings of the State Department of Social Services.
 3. State Social Welfare Board meetings.
 4. Statewide training sessions on policy and procedures.
 5. Attendance at training and planning conferences by the staff of the Volunteer Program.
 6. Attendance at monthly Case Data System Joint Counties Executive and Sub-Committee Meetings held at various locations in the Bay Area Counties.

CITY & COUNTY OF SAN FRANCISCO
BUDGET EXPLANATIONS

DEPARTMENT OF SOCIAL SERVICES

FISCAL YEAR
1979 - 1980

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S.O. 1206 TRAVEL EXPENSE (Cont'd.)

Ref. No.

013

7. Travel by workers in the Family and Children's Division to interview prospective adoptive families and foster parents, to inspect homes, monitor out-of-county placements and accompany children to authorized placement destination.
8. Travel by staff of the Contract Compliance Unit (CCCU) to out-of-county localities to perform on-site fiscal and program audits of various institutions to determine propriety of rates and adequacy of service.
- B) Official travel by the General Manager, Commission President and administrative staff to attend the following meetings for the purposes designated:
 1. American Public Welfare Association
 - a) By Whom: General Manager and Commission President or their alternate
 - b) Purpose: Western Regional Conference
 - c) Authority: Membership authorized by Ordinance #309-99
 - d) Place & Date: Boise, Idaho
Oct. 30 thru Nov. 2, 1979
 2. National Conference of Social Welfare
 - a) By Whom: General Manager and Commission President or their alternate
 - b) Purpose: Annual Meeting
 - c) Authority: Membership authorized by Ordinance #309-99
 - d) Place & Date: Cleveland, Ohio
May 18 to 21, 1980
 3. Child Welfare League of America
 - a) By Whom: Staff Members
 - b) Purpose: Regional Conference
 - c) Authority: Ordinance to be requested
 - d) Place & Date: San Diego, CA
Winter, 1980
4. American Public Welfare Data Processing
 - a) By Whom: EDP Coordinator
 - b) Purpose: Public Welfare EDP Annual Conference
 - c) Authority: Membership authorized by Ordinance #309-99, as amended by Ordinance #309-99
 - d) Place & Date: New Orleans, LA.
Aug. 26 to 29, 1979
5. National Foster Parents Conference
 - a) By Whom: 6 Staff Members
 - b) Purpose: Annual Conference
 - c) Authority: Membership authorized by Ordinance #309-99
 - d) Place & Date: Kansas City, Mo.
April or May, 1980
6. Various conferences with the Secretary of H&W, Welfare Program Chiefs and other Federal officials involved in Welfare Planning and Funding.
 - a) By Whom: General Manager
 - b) Purpose: Discussions relative to Welfare Reform, Program Problems and Grant Subvention
 - c) Place & Date: Various trips at various times at localities to be designated by Federal Government, usually Washington, D.C.

FORM 4120

BUDGET EXPLANATIONS

FISCAL YEAR

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DEPARTMENT OF INDUSTRIAL SERVICES

Department/ Board of Commissioners

Ref. No.

S.O. 1218 OFFICE EQUIPMENT MAINTENANCE - \$68,217

FEDERAL	STATE	COUNTY
\$27,969 (41%)	\$27,062 (47%)	\$13,186 (19%)

All equipment items listed are in actual day-to-day use. The individually listed amounts are the actual service contract or agreement costs, usually not covering parts such as rubber impression rollers and platens. It is imperative that these office machines receive regular maintenance service and repair if they are to be retained in use. Our dictation equipment is in serious need of complete overhauling, as much of it is no longer functioning. This overhaul service will have no guarantee by IBM because of the age of the equipment. (See new equipment request).

ITEM	MAKE	QUAN- TITY	RATE (ea)	FREQ- UENCY PR/YR	ANNUAL CHARGE
Dictators	IBM	72	\$7.00	2	\$2,664
Transcribers	IBM	49	37.00	2	1,813
Elec. Typewriters	Various	150	56.00	2	8,700
Adding Machines	Various	50	35.00	1	1,750
Multiplying Adders	Various	6	39.50	1	237
Calculators	Various	6	47.50	1	285
Display Calculators	Monroe	13	42.00	2	546
Postal Machines:					
Pitney-Bowes 4255	Pitney-Bowes	1	195.00	4	195
Pitney-Bowes 43800	Pitney-Bowes	1	287.00	4	287
Pitney-Bowes 5600	Pitney-Bowes	1	147.00	4	142
Postage Scale	Pitney-Bowes	1	50.00	4	50
Inserting Machine	Pitney-Bowes	1	927.00	4	927
Inserting Machine	Bell & Howell	1	873.00	4	873
Offset Press & Platemaker	A.B. Dick	1	359.50	12	4,314
Copier	IBM	1	450.00	12	5,400
Word Processor	C.P.T.	1	680.00	1	680
Rotary Files	Rem.-Rand	5	210.00	2	1,050
Manual & Elec. T/W's:					
Monthly Repairs	Various	-	500.00 (ea)	12	6,000
Air Cleaning	Various	365	7.50 (mo)	1	2,738
Printing Calculators:					
Monroe 1405	Monroe	16	42.00	2	704
Monroe 1930	Monroe	1	57.00	2	57
Monroe 2810	Monroe	21	46.00	2	966
Collator	Ordina	1	186.00	8	1,488
Stitcher	Ordina	1	81.35	8	651
Dictators	IBM	72	200.00	-	14,400
(complete overhaul)					
Transcribers	IBM	49	200.00	-	9,800
(complete overhaul)					
TOTAL					\$68,217

CITY & COUNTY OF SAN FRANCISCO
BUDGET EXPLANATIONS

DEPARTMENT OF SOCIAL SERVICES

FISCAL YEAR
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Ref. No.

015

S.O. 1219 OTHER EQUIPMENT MAINTENANCE - \$75,212

FEDERAL	STATE	COUNTY
\$30,837	\$35,350	\$
(41%)	(47%)	(12%)

This request includes two items necessary for building operations:

A) Air Conditioning Maintenance Contract...\$42,000

For maintenance of heating and cooling system at 170 Oils, Public Works has declared this system too complex for their personnel to manage effectively. Estimate of cost was provided by Honeywell.

B) Elevator Maintenance.....\$33,212

To continue contracted services for maintenance and emergency calls on elevators in Department buildings as follows:

Address	Current Service		Net Monthly	Annual
	Per Month	Increase		
1680 Mission	\$ 355.05	12%	\$ 397.66	\$ 4,771.92
150 Oils	478.09	12%	535.46	6,425.52
170 Oils	1,638.00	12%	1,834.56	22,014.72
				\$ 33,212.16

016

S.O. 1220 CLEANING, LAUNDRY - \$660

FEDERAL	STATE	COUNTY
\$271	\$370	\$79
(41%)	(47%)	(12%)

For the laundering of smocks, linens, towels and diaper service used in the examination of infants under study for adoption; for the cleaning of clothes donated to the Volunteers' Clothes Closet; for the cleaning of specially treated pages used for ink clean-up for the printing press.

Ref. No.

017

S.O. 1221 SCAVENGER - \$19,536

FEDERAL	STATE	COUNTY
\$8,010	\$9,182	\$2,344
(41%)	(47%)	(12%)

Contract for trash removal at 170 Oils, 150 Oils, and 1680 Mission Streets, @ \$1,200 per month.....\$18,000

Estimated debris box service for special handling disposal of case records being purged @ \$128/month.....\$1,536

018

S.O. 1222 JANITORIAL SERVICE - \$220,652

FEDERAL	STATE	COUNTY
\$94,568	\$108,406	\$27,678
(41%)	(47%)	(12%)

For continuation of the contract for janitorial services, including window washing, day janitors, all rest-room supplies, and cleaning supplies and equipment.

Address	Current Service		Net Monthly	Annual
	Per Month	Incr.		
1680 Mission	\$3,959	1%	\$4,394	\$52,728
150 Oils	4,107	1%	4,559	54,708
170 Oils	9,250	1%	10,268	123,216
				\$220,652

019

S.O. 1223 PEST CONTROL - \$2,304

FEDERAL	STATE	COUNTY
\$945	\$1,083	\$276
(41%)	(47%)	(12%)

This is a \$144 increase over last year.

For the extermination and control of lice, fleas, roaches and other pests for 150 Oils, 170 Oils and 1680 Mission, at an estimated monthly charge of \$192.00.

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DEPARTMENT OF SOCIAL SERVICES

SPECIALIST BOARD OF COMMISSIONERS

Ref. No.

77

 S.O. 1211 ELECTRICITY, HEAT &
 WATER (SEWER SERVICE CHARGE) - \$ 3,500

FEDERAL	STATE	COUNTY
\$ 1,175	\$ 1,645	\$ 420
(41%)	(47%)	(12%)

This is the estimated amount for the Sewer Service Charge.

S.O. 1232 TELEPHONE & TELEGRAPH - \$348,600

FEDERAL	STATE	COUNTY
\$142,926	\$165,842	\$141,832
(41%)	(47%)	(12%)

This is the same amount that was budgeted for 1978-79. The Department has a system in place whereby it monitors the telephone charges. If there is no increase in cost, and by strict observation and enforcement of the Department's telephone regulations, the amount requested may be sufficient, based on current experience.

1978 Expenditures	September	October	November	December	TOTAL
Multi-Message Units	\$ 5,132.78	\$ 4,245.77	\$ 5,077.96	\$ 5018.94	\$ 19,475.45
Long Distance	4,627.45	3,669.67	4,748.22	4,480.80	17,526.14
Monthly Services	14,764.67	14,251.90	15,563.00	15,835.30	60,414.87
Installation*	1,021.05	1,200.45	900.13	878.42	4,000.05
TOTAL:	\$25,545.95	\$23,367.79	\$26,289.31	\$26,213.46	\$101,416.51

1979-80 Request	Monthly Average
Multi-Message Units	\$ 4,868.86
Long Distance	4,381.54
Monthly Service	15,103.72
Installation*	1,000.01
TOTAL:	\$25,354.13 X 12.....
Estimated Increase in Rate.....	\$304,250.00
Telephone Directory.....	36,510.00
Additional Installation - 170 Otis**.....	600.00
TOTAL:	7,240.00
	\$348,600.00

*Normal changes of service due to program changes.

**Additional installation charges at the new building for Fiscal Year 1979-80.

CITY & COUNTY OF SAN FRANCISCO
BUDGET EXPLANATIONS

FISCAL YEAR
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DEPARTMENT OF SOCIAL SERVICES

FEDERAL	STATE	COUNTY
\$186,796	\$214,132	\$54,672
(478)	(478)	(128)

Ref. No.

S.O. 1223 - POSTAGE - \$455,600

The majority of mailings by this Department are the result of mandated Federal and State laws and regulations. The amount was calculated as follows:

FOOD STAMP ID CARDS	\$10,800
6,000/month	
x12	
72,000/year	
x.15	
\$10,800	

BH1 VOUCHERS	\$10,476
1,800/month	
x12	
21,600/year	
x.15	
\$3,240 for mailings out	
\$3,996 for returns	

1,800/month (warrants)	
x12	
21,600	
x.15	
\$3,240	

COMMUNITY SERVICES

Activities and Resources Bulletin

\$1,205

475 copies per mailing	
x26	
12,350/year	
x.084 (bulk rate)	
\$1,037 (rounded)	

Annual Report

150 copies @ \$.75	\$113
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Resource Handbook

100 copies @ \$.55	\$ 55
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CA-7

\$64,320

16,000/month	16,000/month
x12	x12
192,000/year	192,000/year
x.15	x.185
\$28,000 for mailings out	\$35,520 for returns

NOTICES OF ACTION

\$55,800

Automated	Manual
25,000/month	6,000/month
x12	x12
300,000/year	72,000
x.15	x.15
\$45,000	\$10,800

BUDGET EXPLANATIONS

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DEPARTMENT: BUDGET COMMISSION

S.O. 1233 - POSTAGE (Continued)

ATP'S

20,000 monthlies
 4,000 dailies
 24,000/month
 x12
 288,000/year
 x.15
 \$43,200

\$43,200

SOCIAL SERVICES COMMISSION

Minutes 125/month @ \$.28 = \$35
 x12
 \$420

\$780

Agenda 125/month @ \$.15 = \$18.75
 x12
 \$225.00

Misc. 75/month @ \$.15 = \$11.25
 x12
 \$135.00

\$13,360

CHORE SERVICES

4,000 cases 4,000/month
 x12
 48,000/year
 x.185
 \$8,880 for returns

\$20,269

SUB-PAYEE

800 clients 200 misc. items
 x4 mailings per month x12
 3,200 items per month 2,400/year
 x.15
 38,400/year x360
 x.15
 \$5,760

\$6,120

RESOURCES AND COLLECTIONS

CAR Billings 1,200 cases
 x.15
 180/month
 x12
 \$2,160/year for mailings out
 \$2664 for returns

FOSTER HOME LICENSING

400 items
 x26 mailings
 10,400/year
 x.084
 \$874 (rounded)

\$874

VOLUNTEER SERVICES

3,000 out mailings @ \$.15 = 450
 1,500 returns @ \$.185 = 278

\$728

MEDI-CAL MC 176S

5,000/month
 x12
 60,000/year
 x.185
 \$9,000 for mailings out \$11,100 for returns

\$20,100

CITY & COUNTY OF SAN FRANCISCO

BUDGET EXPLANATIONS

FISCAL YEAR

1979 - 1980

DEPARTMENT OF SOCIAL SERVICES
DEPARTMENT, BOARD, OR COMMISSION

FUND	01	001	45	DEPT	DTV	SEC	PAGE
GROUP							

Ref. No.

022

S.O. 1231 - POSTAGE (continued)

MEDICAL ID CARDS	\$23,400
13,000/month	
x12	
156,000/year	
x.15	
\$23,400	

FRAUD INVESTIGATIONS	\$1,450
FISCAL MATTERS	\$350
ADMINISTRATIVE MATTERS	\$700
MISCELLANEOUS	
5,000 address corrections @ \$.25	\$1,250

WARRANT MAILINGS

\$96,660

AFDC

40,000/month

x12

480,000/year

x.15

\$72,000

GA

8,000/month

x12

96,000/year

x.15

\$14,400

WARRANT MAILINGS (continued)

Chore Services	5,500/month
x12	
66,000/year	
x.15	
\$9,900	

Emergency Loans

200/month

x12

2,400/year

x.15

-\$360

PERSONNEL TESTING UNIT

\$3,000

Notifications to candidates and applicants for examination.

TOTAL: \$455,600

3
FORM 1200

BUDGET EXPLANATIONS

FISCAL YEAR
1979 - 1980

01 001 45
FUND DEPT DIV SEC
GROUP

DEPARTMENT OF SOCIAL SERVICES

DEPARTMENT BOARD ON COMMISSION

Ref. No.

024 S.O. 1235 COPY MACHINE - \$7,720

FEDERAL	STATE	COUNTY
\$ 3,157	\$ 3,649	\$ 924
(4%)	(4%)	(12%)

Funds will be used for the following purposes:

- Printing of general information to be inserted with aid warrants and food stamps and mailed to recipients.
- Printing of notices of public hearings and other official notices.
- Departmental employee photograph ID cards used on home visits, CMI Code Section 10805, and for the City's Disaster Corps.
- Advertising for recruitment in professional journals to fill vacant positions mandated by State Department of Social Services (SDSS Operations Manual 10-201.4).
- Printing of testing materials and required notices to applicants for employment by new Civil Service Decentralized Testing Unit.

024 S.O. 1235 SUBSCRIPTIONS - \$1,566

FEDERAL	STATE	COUNTY
\$ 642	\$ 726	\$ 198
(4%)	(4%)	(12%)

This amount will be utilized to purchase the subscriptions listed below:

Adoptalk	\$	6
Advocate for Human Services		20
Aging		3
American Public Welfare:		
Public Welfare		8
Washington Report		12
Bay Guardian		14
California Administrative Code		11
California Children's Lobby		25
California Council of Churches:		
Legislative news Alert		4
California Human Services Organization		5
California Journal		15

Ref. No.

024

California State Offices

Telephone Directory (12 @ \$2.00 ea.)

Child Welfare

Children Action League

Citizens Mental Health Center News

County Welfare Directors Association

of California, Bulletin Service

CWCD

Day Care and Child Development

Democratic Study Group (The)

Developmental Disabilities

Friends Committee on Legislation

Haines Directory

In The Capitol Corridors

Journal of Accountancy

Manual of Fiscal Policies

On The Capitol Doorstep

Overcoming Barriers, Protective Services

for The Aged

Recorder (The)

Sacramento Bee

Sacramento Newsletter

San Francisco Chronicle

San Francisco Examiner

SDSP Manual Revision

Seniors in Sacramento

Services Newsletter

Social Casework

Social Service Review

Washington Social Legislation Bulletin -

Alliance of Information & Referral

Worklife Magazine

You and Your Adopted Child

Training

Child Protection Report

TOTAL FULL BUDGET REQUEST:

\$1,566

CITY & COUNTY OF SAN FRANCISCO
BUDGET EXPLANATIONS

DEPARTMENT OF SOCIAL SERVICES

FISCAL YEAR
1979 - 1980

Ref. No.

025

S.O. 1236 PRINTING - \$ 2,000

FEDERAL	STATE	COUNTY
\$ 3,690	\$4,230	\$1,080
(41%)	(47%)	(12%)

No change from last year's approved amount.

\$750 per month is estimated for the reproduction of card stock, NOR and carbonized forms which cannot be done on our automated press.

026

S.O. 1241 OFFICE MACHINE RENTAL - \$60,451

FEDERAL	STATE	COUNTY
\$ 24,785	\$28,442	\$7,254
(41%)	(47%)	(12%)

(a) For the continued leasing of IBM copier in the Supply Room for low-volume reproduction of reports, documents and training materials where other reproduction methods are not economical. Average volume is approximately 70,000 per month. The minimum monthly rent and copy charge is: \$950.....\$1,400

(b) For the continued rental of 5 copiers to facilitate the copying of documents used in the eligibility determination process. Eligibility has to be determined for each applicant to each program. It involves the verification of birth, death, wages, rent, doctor's bills, etc. The client submits these documents to the eligibility workers and a copy is filed in each applicant's case folder for audit purposes..\$10,800

(c) For the continued rental of A.B. Dick-Offset Press, Platemaker and Sorter for high-volume reproduction of forms, reports and other printed material on an immediate-need basis. Installation of this equipment has proven extremely cost-effective. Average volume is 500,000 per month. The monthly rent and operation cost is \$840.79.....\$10,085

Ref. No.

026

01
FUND DEPT DIV SEC
GROUP

(d)

For the continued rental of 2 Postage Meters at 170 Ohio Street and 1 at 1680 Mission Street, at the monthly rate of \$20 per machine.....\$ 720

(e) For the continued rental of our Realty Index Book used by Intake Units to verify the local residents of General Assistance applicants. Each applicant is asked to give the name of the owner of the building in which he claims to live. The answer is verified by reference to the Realty Index and telephone calls are made to confirm, when necessary. This procedure prevents residents of other countries from using a San Francisco address to collect aid fraudulently.....\$ 100

(f) For the continued rental of a GPT Word Processing machine to facilitate preparation of program handbooks, manuals and bulletins. This automated text-editing provides invaluable revision capabilities for the 1300 Casio Beta Systems manuals and the 400 AFPC, 200 Food Stamp, 250 Medi-Cal, 200 General Assistance, 100 BHL, and 100 Title XVI handbooks prepared by the Department. In addition, it has decreased busy-around time, improved the quality of finished documents and enabled the Department to better utilize available staff. Cost per month is \$365.....\$ 4,380

(g) Funds are requested for the continued lease of 70 IBM Electric Typewriters.

- 50 IBM Selectric I - Fabric Ribbon, @ \$24.50 = \$1,275
- 18 IBM Selectric II - Single Pitch, Correcting @ \$31.50 = \$ 567
- 2 IBM Selectric II - Dual Pitch, Correcting @ \$34.50 - \$1,914/Month

.....\$22,966
Lease price includes an option to purchase after 21 months rental with 80% equity. These typewriters have resulted in more efficient use of staff time and more professional-looking documents.

CITY & COUNTY OF SAN FRANCISCO
BUDGET EXPLANATIONS

01 001 45 FUND FUND DEPT DIV SEC
GROUP
FISCAL YEAR
1979 - 1980
DEPARTMENT OF SOCIAL SERVICES
DEPARTMENT BOARD OF COMMISSIONERS

Ref. No.

2 S.O. 1299 OTHER CURRENT EXPENSES - \$74,275

FEDERAL	STATE	COUNTY
\$30,453	\$34,909	\$8,473
(4%)	(17%)	(12%)

Funds requested will provide for the following types of services:

1. Civil Records Search.....\$ 2,600
For eligibility determination and other welfare matters, census and civil records have to be searched. Fees have to be paid for birth, death and other certificates.

2. Credit Bureau of San Francisco.....\$66,000

For the search of payment records of applicants prior to the determination of eligibility for aid, as required under Sections 2481, 3088 and 3474 of the Welfare and Institutions Code. Services of the Credit Bureau will be enlisted for each applicant and its findings will be utilized as one criterion for eligibility determination. Past payment records also aid Collections Unit in determining applicants eligibility for Emergency Loans. The Department used this service in only a limited number of cases in the past. With funds becoming available, the search of credit records will be made a standard procedure for all applicants. In addition, out-of-state requests will be made for recent arrivals in California. This type of search is the main reason for the additional funding over last year. The cost of records search is \$1.60 for local applicants and \$16 for applicants whose recent domicile was from out-of-state.

Ref. No.

027

3. Foster Home Catering.....\$ 300
To provide food catering at quarterly Foster Parent meetings.

4. Court Reporter.....\$4,000
Transcripts are required for dismissal hearings, grievance hearings and public hearings. Recent experience shows an increasing need for the use of this service.

5. Miscellaneous Services.....\$ 250

Funds will provide for the changing of combinations, locks and cutting of new keys after theft, loss of keys or employee resignation.

6. Post Office Box Rental.....\$ 900

To continue the rental of boxes at the Main Post Office and the Rincon Annex. These boxes serve as depositories for the return of Forms CR-7, which all recipients of the Aid to Families with Dependent Children program have to fill out and return to the Department every month. The mailing of Forms CR-7 to the clients is mandated by state regulation #44-103.3; the return of the same forms by the clients is mandatory for their continuation on aid in this program. An average of 16,000 CR-7 forms are mailed out and expected to be returned to the Department every month.

The Main Post Office boxes are to be used for returned Food Stamp App's and warrants; Rincon Annex is used for all other Department mail.

7. Fire Extinguisher Service and Maintenance... \$ 225

To continue annual required service for 70 Extinguishers in accord with Fire Department Regulations.

CITY & COUNTY OF SAN FRANCISCO
BUDGET EXPLANATIONS

DEPARTMENT OF SOCIAL SERVICES

FISCAL YEAR
1979 - 1980

Ref. No.

028

S.O. 1301 OFFICE SUPPLIES - \$165,015

	FEDERAL	STATE	COUNTY
	\$67,656	\$77,557	\$19,802
	(47%)	(47%)	(12%)

The amount requested is similar to last year's funding for routine office supplies. The itemization below includes anticipated price increases.

Pens	\$	2,900
Pencils		900
Staples		1,250
Paper Clips		1,635
Rubber Bands		295
Scratch Pads		1,275
Message Pads		1,517
Yellow Tablets		3,360
Steno Pads		172
Business Cards		1,975
Case Folders - 1-Part		9,400
Case Folders - 6-Part		32,400
Rubber Stamps		840
Paper		40,628
Envelopes		24,340
Stationery		725
File Folders		4,602
Typewriter Ribbons		1,522
Carbon Paper		1,691
Index Cards & Guides		2,177
Correction Fluid & Paper		4,266
Binders		1,625
Adhesive Tapes & Glues		1,570
Ink Pads		142
Labels		5,028
Calendars		1,980
Desk Trays		660
Staplers		856
Posting Tubs		350
Paper Punches		240
Scissors		180
Rulers		65
Staple Removers		185
Masterbaskets		215
Blotters		1,100

Ref. No.

028

	01	001	45	
	FUND	FUND	DEPT	DIV
	GROUP			SEC

Fasteners, File Folder	\$	3,067
File Drawers & Card Boxes		325
Miscellaneous Papers		1,125
Offset Press Supplies		7,392
Miscellaneous: Thumbtacks, reinforcements, twine, special-use desk hardware, etc.		400
Graphic Art Supplies		600
TOTAL:		\$165,015

029

S.O. 1302 FORMS - \$63,320

	FEDERAL	STATE	COUNTY
	\$25,974	\$23,775	\$13,571
	(47%)	(47%)	(12%)

\$55,000 of this request is for Case Data Forms. This has increased to implementation of automated case budgeting. These forms are used by workers for the application, for payment of aid, to record changes, and for all information affecting a case from Application to Discontinuance.

\$5,600 will be used for Miscellaneous Forms.

\$2,750 is for General Assistance Food, Rent and Cash Voucher Forms.

030

S.O. 1304 TECHNICAL SUPPLIES - \$1,720

	FEDERAL	STATE	COUNTY
	\$ 718	\$ 823	\$ 109
	(47%)	(47%)	(12%)

These funds are used for the following purposes:

- For the purchase of street maps and directories (Thomas Bros., San Francisco Street Guide) for workers and staff who must make home visits and investigations.

BUDGET EXPLANATIONS

FISCAL YEAR

1973 - 1974

DEPARTMENT OF SOCIAL SERVICES

DEPARTMENT, BOARD, OR COMMISSION

01	001	45
FUND	FUND	DEPT
GROUP		SEC

Ref. No.

330 S.O. 1304 TECHNICAL SUPPLIES - \$ 1,750 (Cont'd.)

2. To purchase city directories for the use of social workers and eligibility staff. These directories are essential for the verification of current San Francisco residence, the location of absent parents and relatives, and miscellaneous uses. A copy is supplied to each of the four buildings occupied by the Department.

3. To purchase books and teaching materials for the volunteers' tutoring program. Children of recipients of aid are instructed by volunteers in their school work so as to encourage them to remain in school.

4. Volunteers also coach aid recipients for high-school equivalency tests, civil service examinations and employment tests with the objective of enabling them to qualify for jobs and to become self-supporting.

031 S.O. 1325 VEHICLE PARTS/SUPPLIES - \$ 2,163

FEDERAL	STATE	COUNTY
\$ 887	\$1,016	\$ 260
(4%)	(4%)	(12%)

Funds are requested for 86 tires to replace an average of 2 tires on each of the Department's currently authorized 45 vehicles.

26 Radial Tires for 13-1977 cars @ \$18.30 =	\$ 475.80
12 Nylon Cord Tires for 14-1978 cars @ 29.09 =	349.08
16 Radial Tires for 8-1979 cars @ 18.30 =	292.80
4 Nylon Cord Truck Tires @ 29.09 =	116.36
12 Nylon Cord Tires for 6 older cars @ 29.09 =	349.08

Sub-Total:	\$1,682.88
Sales Tax:	109.39
TOTAL:	\$1,792.27

Ref. No.

031 S.O. 1325 VEHICLE PARTS/SUPPLIES (Cont'd.)

In addition, we are requesting 8 replacement cars and 11 new cars, each of which should have one extra tire on hand:

Radial Tires for '9-1980 cars @ \$18.30 = \$347.70

Sub-Total:	\$347.70
Sales Tax:	22.60
TOTAL:	\$370.30

032 S.O. 1330 EQUIPMENT MAINTENANCE SUPPLIES - \$14,000

FEDERAL	STATE	COUNTY
\$ 5,740	\$ 6,580	\$1,680
(4%)	(4%)	(12%)

Funds are for photographic supplies for the following purposes:

1. Supplies for the electrostatic platemaker portion of our printing press.
2. Toner supplies for 5 copiers rented by the Department.
3. Miscellaneous camera supplies for Adoptions, Management and Volunteer Services.
4. Film for employee ID photos.

CITY & COUNTY OF SAN FRANCISCO
BUDGET EXPLANATIONS

DEPARTMENT OF SOCIAL SERVICES

DEPARTMENT, BOARD, OR COMMISSION

FISCAL YEAR
1979 - 198001 001 45
FUND DEPT DIV SEC
GROUP

Ref. No.

033 S.O. 1333 ELECTRICAL - \$ 600

FEDERAL	STATE	COUNTY
\$ 246	\$ 282	\$ 72
(4%)	(47%)	(12%)

An estimated \$50 per month is requested for purchase of small electrical supplies such as extension cords, electrical cords and floor plates.

034 S.O. 1336 LIGHTING - \$2,000

FEDERAL	STATE	COUNTY
\$ 820	\$ 940	\$ 240
(41%)	(47%)	(12%)

For replacement of incandescent light bulbs, fluorescent tubes and ballasts in our buildings at 150 Otter, 770 Otis and 1650 Mission Streets.

034A S.O. 1350 BUILDING MAINTENANCE - \$ 900

FEDERAL	STATE	COUNTY
\$ 369	\$ 423	\$ 108
(41%)	(47%)	(12%)

\$75 per month is estimated for preparation and attachment of needed signs, notices and instructions to clients in department buildings, some of which are required by State and/or Federal Regulation.

035 S.O. 1371 FOODSTUFFS - \$2,870

FEDERAL	STATE	COUNTY
\$ 1,177	\$ 1,346	\$ 344
(41%)	(47%)	(12%)

These funds are used for:

1. Low-income persons who serve as volunteers in our Volunteer Program are reimbursed for the cost of their lunches made in line with their volunteer work, in accordance with State Department of Social Services Regulation #70-203,825. Funds requested are based on the Program's estimate of 1,300 lunches at an allowance of \$1.25 per lunch:.....\$1,625

Ref. No.

035 S.O. 1371 FOODSTUFFS (cont'd.)

2. Funds are requested for snacks and supplies for children using the Volunteers' Playroom while their parents are being interviewed and for hungry children of parents in immediate need. This request is increased because the improved facilities at 770 Otis are expected to attract more children.

3. Funds are requested to provide light refreshments at recruitment and training meetings for foster and adoptive parents.

4. Funds are requested to provide light refreshments for meetings and conferences held by the General Manager with persons from outside the Department.

036 S.O. 1380 SMALL TOOLS - \$ 600

FEDERAL	STATE	COUNTY
\$ 246	\$ 282	\$ 72
(41%)	(47%)	(12%)

An estimated \$50 per month is required for the purchase and replacement of small hand tools to accomplish minor maintenance and repair to furniture and equipment. Some of our existing tools are at the end of their useful lives; others are inadequate to meet specific tasks.

037 S.O. 1385 CONSTRUCTION MATERIAL - \$ 600

FEDERAL	STATE	COUNTY
\$ 246	\$ 282	\$ 72
(41%)	(47%)	(12%)

Funds at the rate of \$50 per month are required for the purchase of miscellaneous materials, such as floor and ceiling tiles, door locks, screws, and nuts and bolts.

BUDGET EXPLANATIONS

FISCAL YEAR

1979 - 1980

DEPARTMENT OF SOCIAL SERVICES

HEALTH CARE SERVICES

Ref. No.

039

S.O. 1790 BASIC MATERIALS - \$ 1,200

FEDERAL	STATE	COUNTY
\$ 492	\$ 564	\$ 144
(4%)	(47%)	(12%)

For purchase of lumber and lumber products to make miscellaneous repairs.

039

S.O. 1791 FUELS AND LUBRICANTS - \$18,959

FEDERAL	STATE	COUNTY
\$ 7,773	\$ 9,111	\$ 2,275
(41%)	(47%)	(12%)

This is an increase over last year's approved amount. Based on current experience, this should be sufficient to fuel the 45 Department vehicles and provide emergency power generator diesel fuel. Over 80% of auto gas is purchased at the city pumps. The balance is purchased out of town on long trips. A large increase in gas prices could jeopardize this funding.

040

S.O. 1799 OTHER - \$ 2,050

FEDERAL	STATE	COUNTY
\$ 840	\$ 964	\$ 246
(41%)	(47%)	(12%)

Funding is requested for the following:

1. Medical Supplies. To replenish bandages, adhesive tapes, band aids, ointments, etc., for CAL/OSHA required first aid kits.
2. Chemicals. Disinfectants and insecticides applied before treatment of a problem by pest control contractors.
3. Recreational Equipment. Supplies for the playroom at 170 Otis Street. State Department of Social Services Regulation #24-1229, requires an area for children in welfare department waiting areas. Volunteers look after the children while their parents are being interviewed.

Ref. No.

040

S.O. 1799 OTHER (Cont'd.)

4. Cleaning Supplies. Cleaning agents for desks, typewriters, adding machines, cabinets and lounge furniture.
5. Toiletries. Deodorizers, soaps, towels, toilet paper and other restroom supplies for Department buildings.
6. Safety Equipment. Purchase of fire extinguishers and ancillary materials for maintenance of existing fire extinguishers.

041

S.O. 1401 ACCIDENT COMPENSATION - \$229,740

FEDERAL	STATE	COUNTY
\$172,305	\$57,425	\$ -0-
(75%)	(25%)	

Due to a recent change in California Labor Code Section #3351, individual providers of homemaker/chore services are no longer exempt from worker's compensation insurance. Costs are estimated for 3,000 recipients at approximately \$76.00 per recipient.

042

S.O. 1405 FIDELITY INSURANCE - \$ 500

FEDERAL	STATE	COUNTY
\$ 246	\$ 282	\$ 72
(41%)	(47%)	(12%)

No change over last year.

Co continue the funding for bonds required for the five members of the Social Services Commission and the General Manager: \$110
Blanket Bon for Employees: 90
Substitute Payee: 200
Emergency Loan Employees: 200

DEPARTMENT OF SOCIAL SERVICES

DEPARTMENT, BOARD, OR COMMISSION

CITY & COUNTY OF SAN FRANCISCO
BUDGET EXPLANATIONSFISCAL YEAR
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FUND 001
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GROUP

Ref. No.

043

S.O. 1406 AUTO INSURANCE - \$ 9,180

FEDERAL	STATE	COUNTY
\$ 3,764 (47%)	\$4,315 (47%)	\$ 1,101 (12%)

The automobile insurance for vehicles assigned to the Department of Social Services is carried by the Purchasing Department. We are budgeting the automobile insurance expense here so that we may claim reimbursement from Federal and State funds.

044

S.O. 1407 FIRE INSURANCE - \$54,000

FEDERAL	STATE	COUNTY
\$22,140 (47%)	\$25,380 (47%)	\$ 6,480 (12%)

Fire insurance is required for the new building at 170 Ots. This is the premium for one year's coverage.

045

S.O. 1408 OTHER INSURANCE - \$ 600

FEDERAL	STATE	COUNTY
\$ 240 (47%)	\$ 282 (47%)	\$ 78 (12%)

Funds are requested for premiums for public liability and property damage insurance for the parking lot at DuBoce and Valencia Streets, leased from the State Division of Highways. Under the provisions of both the lease approved by the Board of Supervisors, Ordinance #261-69, and the Ordinance itself, the City is required to maintain this insurance.

Ref. No.

046

S.O. 1440 MEMBERSHIP DUES - \$ 4,027

FEDERAL	STATE	COUNTY
\$ 1,651 (47%)	\$1,893 (47%)	1,483 (12%)

Membership for Department and General Manager authorized per Section 1.11 of the Membership Ordinance.

	Department	General Manager	Total
(a) American Public Welfare Association	\$1,000	\$50	\$1,050
(b) National Conference of Social Welfare	250	15	265
(c) County Welfare Directors' Association of California	1,812	50	1,862
(d) Child Welfare League of America	800	50	850
TOTAL:			\$4,027

047

S.O. 1460 PROPERTY RENT - \$1,303,624

FEDERAL	STATE	COUNTY
\$394,906 (47%)	\$612,703 (47%)	\$196,015 (12%)

Continued rental of the four floors at 1360 Mission Street (36,400 sq. ft.) to house the Food Stamp Program and Fraud/Overpayment. The rental, including full maintenance and repair, remains at \$13,000 per month. \$150,000

The lease for 1360 Mission Street includes full maintenance and repair, including all emergency repairs regardless of cause. However, there is a need for relatively extensive modifications and alterations to maximize efficiency in the Food Stamp Program. \$100,000

CITY & COUNTY OF SAN FRANCISCO
BUDGET EXPLANATIONSFISCAL YEAR
1979 - 198001
FUND
GROUP
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DEPT
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SEC

DEPARTMENT OF SOCIAL SERVICES

DEPARTMENT BOARD OF COMMISSIONERS

2.0. 1460 PROPERTY RENT - \$1,303,624 (Cont'd.)

The Bealins-operated record storage center charges at a current rate of 10¢ per box per month, plus an activity charge of 65¢ each time a case file is pulled or returned. We anticipate a monthly average of 100 activity charges per month and an average increase of 100 boxes per month:

Storage of 8,150 boxes for 12 Months...	\$ 9,780
Activity charges 100 x 12 Months x 65¢	780
New storage - 1200 x 12 Months x 10¢...	1,440
TOTAL:	\$12,000

Continued rental of 18,800 sq. ft. of parking space at Duboce and Valencia Streets from the Division of Highways. This lot provides 66 parking spaces for employees who must use their cars for business purposes: 12 Mons. @ \$ 750..\$ 9,000

Continued rental of new parking space at or near 15th and Van Ness -

@ monthly rental of: \$ 900.....\$ 10,800

Lease purchase, lump sum payment for 170 Otis, payable on or before Sept. 15, 1979:

Principal Payment...	\$886,624
Estimated Admin. Cost	20,000.....\$906,624

Rental of space at 2049 Grove Street, Andrew Jackson School. This space will be used to centralize the education component of the Emergency Shelter Program. Presently, it is scattered in 3 locations. This space will also be utilized to alleviate some of the overcrowding at 170 Otis Street.

Estimated cost:.....\$109,200

CITY & COUNTY OF SAN FRANCISCO

BUDGET EXPLANATIONS

FISCAL YEAR

1979 - 1980

DEPARTMENT OF SOCIAL SERVICES
DEPARTMENT, BOARD, OR COMMISSION

CASTLEDOSS AND COSTS

ACTUAL 1977-78 - ESTIMATED 1978-79 - PROJECTED 1979-80

Sec. No.
047

S.O. 1500 - AID TO FAMILIES WITH DEPENDENT CHILDREN \$55,776,000

FEDERAL SHARE
\$27,350,240
(198)
\$26,445,760
(578)
COUNTY SHARE
NIL

	Fiscal Year 1977-78				Fiscal Year 1978-79				Fiscal Year 1979-80			
	Cases Aided	Monthly Increase	Avg. Cost Per Case	Total Cost	Cases Aided	Monthly Increase	Avg. Cost Per Case	Total Cost	Cases Aided	Monthly Increase	Avg. Cost Per Case	Total Cost
July	16,508	(71)	\$ 313.35	\$ 5,172,754	14,923	(155)	\$ 309.06	\$ 4,612,079	14,000	(100)	\$ 332.00**	\$ 4,648,000
August	16,401	(107)	313.48	5,141,325	14,846	(77)	311.57	4,625,624	14,000	--	332.00	4,648,000
September	16,220	(181)	314.88	5,107,338	14,809	(37)	312.09	4,621,793	14,000	--	332.00	4,648,000
October	16,291	71	312.59	5,092,467	14,634	(175)	308.81	4,519,058	14,000	--	332.00	4,648,000
November	16,012	(279)	314.45	5,037,848	14,520	(114)	318.48	4,638,822	14,000	--	332.00	4,648,000
December	15,912	(100)	309.25	4,920,748	14,419	(101)	317.25	4,574,468	14,000	--	332.00	4,648,000
January	15,704	(208)	311.44	4,890,957	14,500*	(50)	310.00	4,495,000	14,000	--	332.00	4,648,000
February	15,549	(155)	308.16	4,791,507	14,400	(100)	310.00	4,464,000	14,000	--	332.00	4,648,000
March	15,614	65	315.24	4,922,134	14,350	(50)	310.00	4,448,500	14,000	--	332.00	4,648,000
April	15,482	(132)	263.78	4,083,878	14,300	(50)	310.00	4,433,000	14,000	--	332.00	4,648,000
May	15,156	(326)	306.48	4,645,051	14,200	(100)	310.00	4,402,000	14,000	--	332.00	4,648,000
June	15,078	(78)	286.46	4,319,207	14,100	(100)	310.00	4,374,000	14,000	--	332.00	4,648,000
TOTAL:	189,927	(1,501)	\$3,669.56	\$58,125,214	174,001	(1109)	\$3,737.26	\$54,205,344	168,000	--	\$3,084.00	\$55,776,000
Average Per Month	15,827	(125)	\$ 305.80	\$ 4,843,768	14,500	(92)	\$ 311.52	\$ 4,717,112	14,000	--	\$ 332.00	\$ 4,648,000

*January 1979 through June 1980 estimated

**Annual Cost-of-Living adjustment estimated at 7%

BUDGET EXPLANATIONS

FISCAL YEAR

01	001	45	DEPT	DIV	SEC
FUND					
GROUP					

DEPARTMENT OF SOCIAL SERVICES

DEPARTMENT BOARD ON COMMISSION

15-10 A DC S EQUAL SERVICE - \$ 45,000

FEDERAL	STATE	COUNTY
\$33,750	\$ -0-	\$11,250
(75%)		(25%)

No increase over last year.

State Department of Social Services regulations state that the special needs of families and children, which are related to a service plan, are to be allowed in addition to basic needs. Services such as the provision of a Homemaker, when a mother is hospitalized, must be provided to families which need them. Federal reimbursement of 75% is available.

FEDERAL	STATE	COUNTY
\$309,920	\$26,244	\$72,636
(90%)	(6.75%)	(3.25%)

S.O. 1520 AFDC-WIN TRAINING ALLOWANCE - \$38,800

Under the Talmadge Amendments to the Social Security Act and WIN program revisions of April 1976, AFDC-FG mothers are mandatory WIN registrants at the Employment Development Department (EDD) for training and employment. It is estimated that WIN will be maintaining a monthly average of 270 AFDC-FG recipients in on-the-job and institutional training, and other components, requiring child care at a monthly estimated average cost of \$120 per recipient.

The WIN Program has shown a continuing level of improvement in job placements. During Fiscal Year 1977-78, WIN placed 1,245 AFDC recipients in full-time employment. At an average monthly cash grant of \$300 per case, the projected monthly savings in public assistance funds totals \$373,500, and these savings projected for a period of one year, total \$4,482,000. In addition, WIN job placements for FY 1977-78 were 37% higher than WIN job placements for FY 1976-77, showing a significant continuing upward trend. Federal reimbursement of 90% and State reimbursement of 6.75% are provided for these costs. San Francisco's share is 3.25%.

CITY & COUNTY OF SAN FRANCISCO
BUDGET EXPLANATIONSDEPARTMENT OF SOCIAL SERVICES
DEPARTMENT, BOARD, OR COMMISSIONFISCAL YEAR
1979 - 198001
FUND
FUND
45
DEPT
DIV
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PAGEP&F No.
CSTCASUALTIES AND COSTS
ACTUAL 1977-78 - ESTIMATED 1978-79 - PROJECTED 1979-80COUNTY
SHARE

S.O. 1520 - GENERAL ASSISTANCE \$5,900,400

100%

	Fiscal Year 1977-78				Fiscal Year 1978-79				Fiscal Year 1979-80			
	Cases Aided	Monthly Increase	Av. Cost Per Case	Total Cost	Cases Aided	Monthly Increase	Av. Cost Per Case	Total Cost	Cases Aided	Monthly Increase	Av. Cost Per Case	Total Cost
July	3,142	(308)	\$ 110.28	\$ 346,494	3,156	(384)	\$ 95.20	\$ 300,477	3,300	--	\$ 149.00	\$ 491,700
August	3,176	34	102.60	325,865	3,294	138	137.76	453,792	3,300	--	149.00	491,700
September	2,722	(444)	128.35	350,662	3,171	(123)	131.67	417,516	3,300	--	149.00	491,700
October	3,007	275	117.61	353,657	3,379	208	119.26	402,968	3,300	--	149.00	491,700
November	3,313	306	117.60	389,609	3,360	(19)	153.05	514,242	3,300	--	149.00	491,700
December	3,381	68	91.92	310,773	3,771	411	150.22	566,479	3,300	--	149.00	491,700
January	3,384	3	91.93	311,101	3,300*	--	130.00	429,000	3,300	--	149.00	491,700
February	3,405	21	109.67	373,421	3,300	--	135.00	445,500	3,300	--	149.00	491,700
March	3,910	505	87.08	340,479	3,300	--	135.00	445,500	3,300	--	149.00	491,700
April	3,687	(223)	88.21	325,221	3,300	--	135.00	445,500	3,300	--	149.00	491,700
May	3,845	158	131.91	507,175	3,300	--	140.00	462,000	3,300	--	149.00	491,700
June	3,540	(305)	85.17	301,502	3,300	--	140.00	462,000	3,300	--	149.00	491,700
TOTAL:	40,522	90	\$1,262.33	\$4,235,959	39,931	231	\$1,602.00	\$5,344,914	39,600	--	\$1,388.00	\$5,900,400
Average Per Month	3,377	8	\$ 105.19	\$ 352,997	3,378	(19)	\$ 134.00	\$ 445,409	3,300	--	\$ 149.00	\$ 491,700

*January 1979 through June 1980 estimated

BUDGET EXPLANATIONS

FISCAL YEAR

01 FUND GROUP

001 FUND

45 DEPT

DIV

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PAGE

DEPARTMENT OF SOCIAL SERVICES

DEPARTMENT BOARD OF COMMISSIONERS

Ref. No.

CASELOADS AND COSTS

ACTUAL 1977-78 - ESTIMATED 1978-79 - PROJECTED 1979-80

COUNTY

SHARE

\$614,700

(5%)

STATE

\$11,679,300

(95%)

F.O. 1540 - FOSTER CARE OF CHILDREN \$12,294,000

	Fiscal Year 1977-78				Fiscal Year 1978-79				Fiscal Year 1979-80			
	Cases Aided	Monthly Increase	Av. Cost Per Case	Total Cost	Cases Aided	Monthly Increase	Av. Cost Per Case	Total Cost	Cases Aided	Monthly Increase	Av. Cost Per Case	Total Cost
July	1,416	(22)	\$ 466.58	\$ 660,675	1,371	(22)	\$ 537.49	\$ 736,904	1,500	(50)	\$ 683.00	\$ 1,024,500
August	1,419	3	548.37	787,137	1,349	(22)	650.59	877,648	1,500	--	683.00	1,024,500
September	1,416	(3)	659.15	933,362	1,326	(23)	657.50	871,841	1,500	--	683.00	1,024,500
October	1,418	2	622.71	883,008	1,333	7	566.04	754,527	1,500	--	683.00	1,024,500
November	1,433	15	581.22	832,892	1,330	(3)	661.19	879,381	1,500	--	683.00	1,024,500
December	1,416	(17)	595.30	842,945	1,347	17	665.83	896,893	1,500	--	683.00	1,024,500
January	1,405	(11)	563.50	791,714	1,375*	25	603.00	829,125	1,500	--	683.00	1,024,500
February	1,408	3	561.55	790,667	1,375	--	603.00	829,125	1,500	--	683.00	1,024,500
March	1,390	(18)	609.50	847,203	1,400	25	603.00	844,200	1,500	--	683.00	1,024,500
April	1,376	(14)	599.10	824,368	1,400	--	603.00	844,200	1,500	--	683.00	1,024,500
May	1,378	2	607.47	837,100	1,425	25	603.00	859,275	1,500	--	683.00	1,024,500
June	1,392	15	472.58	658,306	1,450	25	603.00	874,350	1,500	--	683.00	1,024,500
TOTAL:	16,868	(45)	\$6,887.03	\$9,689,377	16,481	54	\$7,356.64	\$10,092,449	18,000	--	\$8,196.00	\$12,294,000
Average Per Month	1,406	(4)	\$ 573.92	\$ 807,448	1,373	5	\$ 613.00	\$ 841,037	1,500	--	\$ 683.00	\$ 1,024,500

*January 1979 through June 1980 estimated

CITY & COUNTY OF SAN FRANCISCO
BUDGET EXPLANATIONS

DEPARTMENT OF SOCIAL SERVICES

FISCAL YEAR
1979 - 198001
FUND
GROUP
45
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PAGERef. to:
7953CASELOADS AND COSTS
ACTUAL 1977-78 - ESTIMATED 1978-79 - PROJECTED 1979-80

S.O. 4590 - AID FOR THE ADOPTION OF CHILDREN \$238,600

STATE
\$202,020
(70%)
COUNTY
SHARE
\$86,580
(30%)

	Fiscal Year 1977-78				Fiscal Year 1978-79				Fiscal Year 1979-80			
	Cases Aided	Monthly Increase	Av. Cost Per Case	Total Cost	Cases Aided	Monthly Increase	Av. Cost Per Case	Total Cost	Cases Aided	Monthly Increase	Av. Cost Per Case	Total Cost
July	185	3	\$ 117.81	\$ 21,794.00	182	(5)	\$ 116.58	\$ 21,217.00	185	5	\$ 130.00	\$ 24,050.00
August	185	--	116.04	21,467.00	177	(5)	114.42	20,252.00	185	--	130.00	24,050.00
September	185	--	116.04	21,467.00	173	(4)	116.28	20,116.00	185	--	130.00	24,050.00
October	191	6	126.19	24,103.00	151	(22)	119.47	18,040.00	185	--	130.00	24,050.00
November	195	4	124.62	24,300.00	161	10	119.15	19,182.00	185	--	130.00	24,050.00
December	197	2	120.59	23,757.00	172	9	119.59	20,570.00	185	--	130.00	24,050.00
January	193	(4)	121.10	23,372.00	170*	--	120.00	20,400.00	185	--	130.00	24,050.00
February	193	--	116.58	22,499.00	170	--	120.00	20,400.00	185	--	130.00	24,050.00
March	194	1	118.98	23,083.00	175	5	120.00	21,000.00	185	--	130.00	24,050.00
April	197	3	117.32	23,113.00	175	--	120.00	21,000.00	185	--	130.00	24,050.00
May	195	(2)	115.70	22,562.00	180	5	125.00	22,500.00	185	--	130.00	24,050.00
June	187	(8)	112.44	21,026.00	180	5	125.00	22,500.00	185	--	130.00	24,050.00
TOTAL:	2,297	5	\$1,423.41	\$272,543.00	2,066	(2)	\$1,435.49	\$247,177.00	2,220	--	\$1,560.00	\$288,600.00
Average Per Month	191	--	\$ 118.62	\$ 22,712.00	172	--	\$ 119.76	\$ 20,598.00	185	--	\$ 130.00	\$ 24,050.00

*January 1979 through June 1980 estimated

CITY & COUNTY OF SAN FRANCISCO
BUDGET EXPLANATIONS

PAGE 4155

WALSH STREET SPECIAL SERVICES

FISCAL YEAR
1979 - 198001
FUND
GROUP001
FUND45
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SEC

TAGE

COMMITMENT ORDER, ON COMMISSION

CASELOADS AND COSTS

ACTUAL 1977-78 - ESTIMATED 1978-79 - PROJECTED 1979-80

COUNTY
SHARESTATE
\$60,060
(100%)

-0-

TOTAL: 122 4 \$3,956.41

	Fiscal Year 1977-78				Fiscal Year 1978-79				Fiscal Year 1979-80			
	Cases Aided	Monthly Increase	Av. Cost Per Case	Total Cost	Cases Aided	Monthly Increase	Av. Cost Per Case	Total Cost	Cases Aided	Monthly Increase	Av. Cost Per Case	Total Cost
July	7	--	\$ 299.57	\$ 2,097.00	11	--	\$ 307.64	\$ 3,384.00	13	--	\$ 385.00**	\$ 5,005.00
August	7	--	334.00	2,338.00	11	--	378.64	4,165.00	13	--	385.00	5,005.00
September	8	1	334.00	2,672.00	11	--	370.64	4,077.00	13	--	385.00	5,005.00
October	9	1	371.11	3,340.00	13	2	373.08	4,850.00	13	--	385.00	5,005.00
November	10	1	340.20	3,402.00	13	--	359.62	4,625.00	13	--	385.00	5,005.00
December	11	1	334.64	3,681.00	12	(1)	337.83	4,054.00	13	--	385.00	5,005.00
January	11	--	324.09	3,565.00	13*	--	360.00	4,680.00	13	--	385.00	5,005.00
February	12	1	309.75	3,717.00	13	--	360.00	4,680.00	13	--	385.00	5,005.00
March	12	--	313.42	3,761.00	13	--	360.00	4,680.00	13	--	385.00	5,005.00
April	12	--	363.00	4,356.00	13	--	360.00	4,680.00	13	--	385.00	5,005.00
May	12	--	317.08	3,805.00	13	--	360.00	4,680.00	13	--	385.00	5,005.00
June	11	(1)	315.55	3,471.00	13	--	360.00	4,680.00	13	--	385.00	5,005.00
TOTAL:	122	4	\$3,956.41	\$40,205.00	149	1	\$4,287.45	\$ 53,285.00	156	--	\$4,620.00	\$60,060.00
Average Per Month	10	--	\$ 329.70	\$ 3,350.42	12	--	\$ 357.52	\$ 4,440.42	13	--	\$ 385.00	\$ 5,005.00

**January 1979 through June 1980 estimated

**Annual Cost-of-Living adjustment estimated at 7%

CITY & COUNTY OF SAN FRANCISCO
BUDGET EXPLANATIONS

DEPARTMENT OF SOCIAL SERVICES

DEPARTMENT, BOARD, OR COMMISSION

FISCAL YEAR
1979 - 1980

Ref. No.

055

S.O. 1570 SPECIAL CIRCUMSTANCES AID - \$150,000

FEDERAL	STATE	COUNTY
\$ -0-	\$150,000	-0-
(100%)		

The Special Circumstances Program is defined by State Department of Social Services Regulation #46-425. Circumstances qualifying adults to receive aid under this program, Chapter 126, Statutes of 1973 (AB 134), include the following:

1. Replacement of essential household furniture and equipment when lost, damaged or destroyed in a catastrophe.
 2. Replacement of clothing when lost, damaged or destroyed in a catastrophe.
 3. Necessary moving expenses.
 4. Necessary housing repairs.
- A person must be an eligible SSI/SSP recipient in order to receive aid under this Program.
- Special Circumstances payments must first be met by the recipient to the extent of his available liquid assets.

056

S.O. 1580 DAY CARE ASSISTANCE - \$281,060

FEDERAL	STATE	COUNTY
\$ -0-	\$ -0-	\$281,060
		(100%)

As of July 1, 1975, the responsibility for administering day care contracts between the Department of Social Services and various private agencies was transferred from the State Department of Social Services to the State Department of Education. The Budget Act of 1974, Section #40.4 and the California Education Code, Section #6784, require the counties to supplement the state funding by paying an amount equivalent to the counties expenditure for day care in FY 1970-71. San Francisco's obligation is \$281,060.

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001

45

FUND	FUND	DEPT	DIV	SEC
GROUP				

GROUP

057

S.O. 1590 HOME CONTRACTUAL ASSISTANCE - \$15,686,844

FEDERAL	STATE	COUNTY
\$11,765,135	\$3,921,711	\$ -0-
(73%)	(25%)	

The Day Care Centers contract directly with the State Department of Education and receive reimbursement based on a separate per day of attendance. The maintenance of effort money is distributed by the State Department of Education to these agencies so that the total reimbursement is as equal as possible among all agencies in relation to days of attendance.

Funds are requested to pay private health and welfare agencies and individuals for performing homemaking services for SSI/SSP eligible recipients. Also included in the budget amount are allowances given to recipients to enable them to purchase chore services. These services are mandated by Section #12302 of the Welfare and Institutions Code. Code Section #11777 provides funding at 100% Federal and State funds. In past years, approximately 20% of the funding went to contract services and 80% for individual provider services. If possible, all services will be contracted out in 1979-80.

058

S.O. 1600 RETIREES AND REPARATIVES - \$5,000

FEDERAL	STATE	COUNTY
\$5,000	-0-	-0-
(100%)		

In the past, this appropriation was mainly for the Cuban Program. This program has been phased out and the cases were transferred to other programs such as AFDC. The amount requested is for the Repatriate Program. It is anticipated that some citizens returned from Guyana may be part of this caseload.

BUDGET EXPLANATIONS

01 FUND 001 DEPT 35 DIV SEC PAGE
FUND GROUP

FISCAL YEAR

1979 - 1980

CITY & COUNTY BOARD OF COMMISSIONERS

CASELOADS AND COSTS

ACTUAL 1977-78 - ESTIMATED 1978-79 - PROJECTED 1979-80

BUDGET - INDOOR FIRE A/D - \$1,113,750

FEDERAL STATE COUNTY
\$1,113,750 -0- -0-
(100%)

	Fiscal Year 1977-78				Fiscal Year 1978-79				Fiscal Year 1979-80			
	Cases Aided	Monthly Increase	Av. Cost Per Case	Total Cost	Cases Aided	Monthly Increase	Av. Cost Per Case	Total Cost	Cases Aided	Monthly Increase	Av. Cost Per Case	Total Cost
July	463	(22)	\$ 281.87	\$ 130,508	259	18	\$ 238.66	\$ 61,813	225	15	\$ 375.00**	\$ 84,375
August	455	(8)	275.91	125,540	282	23	245.58	69,254	225	--	375.00	84,375
September	440	(15)	274.77	120,899	292	10	249.27	72,787	230	5	375.00	86,250
October	222	(218)	228.82	50,797	13	(279)	279.54	3,634	230	--	375.00	86,250
November	209	(13)	235.98	48,901	129	116	384.02	49,539	240	10	375.00	90,000
December	207	(2)	219.91	45,521	150*	21	380.00	57,000	240	--	375.00	90,000
January	210	3	213.28	44,789	160	10	380.00	60,800	250	10	375.00	93,750
February	215	5	214.68	46,156	170	10	370.00	62,900	250	--	375.00	93,750
March	219	4	225.06	48,851	180	10	370.00	66,600	260	10	375.00	97,500
April	230	11	226.60	52,118	190	10	365.00	69,350	270	10	375.00	101,250
May	229	(1)	226.31	51,826	200	10	365.00	73,000	275	5	375.00	103,125
June	241	12	222.78	53,690	210	10	360.00	75,600	275	--	375.00	103,125
TOTAL:	3,340	(244)	\$2,841.97	\$ 819,596	2,235	(31)	\$3,987.07	\$ 722,277	2,270	65	\$4,500.00	\$1,113,750
Average Per Month	278	(20)	\$ 236.83	\$ 68,300	186	(3)	\$ 332.26	\$ 60,190	248	5	\$ 375.00	\$ 92,813

*December 1978 through June 1980 estimated

**Including cost-of-living increase of 7%

BUDGET EXPLANATIONS

FISCAL YEAR

1979 - 1980

DEPARTMENT OF SOCIAL SERVICES
DEPARTMENT, BOARD, OR COMMISSION

Ref. No.

(76)

S.O. 2201 - AUTO OFFICE - \$24,600

	FEDERAL	STATE	COUNTY
	\$24,600	\$29,762	\$10,152
	(4%)	(4%)	(12%)

Replacement:

3 Autos, Class 8, Compact @ \$4,800 \$ 14,400

Automatic Transmission, radio, other equipment standard. Replacing:

160-324 1966 Ford,

E193622, 51 655 Miles

160-333 1969 Chevrolet 4 dr.

E376642, 62 328

160-334 1969 Chevrolet 4 dr.

E376643, 83,699

3 Autos, Class 8, Compact Station Wagon @ \$5,800 \$ 17,400

Automatic transmission, radio, other equipment standard. Replacing:

160-301 1972 Plymouth Wagon

E578320, 61 669 Miles

160-325 1966 Ford 4 dr.

E193621, 64,972

160-332 1969 Ford Wagon

E539865, 71,166

The vehicles scheduled for replacement all have high mileage and frequent repairs resulting in large amounts of time out of service. In addition, they are not reliable for long- or middle-distance trips and are only used for in-city driving.

New:

6 Autos, Class 9, Sub-Compact,

@ \$4,800 \$ 52,800

Funds are requested to purchase 6 additional automobiles for the Department's fleet. The addition of a home investigation unit to make a home visit to every ADIC applicant has necessitated this request. Six workers spend six hours per day out in the field interviewing applicants and must have regular access to a vehicle. The availability of these 6 cars will result in more efficient use of staff time as well as more accurate eligibility determination.

Ref. No.

061

S.O. 2260 - OFFICE - \$672,196

	FEDERAL	STATE	COUNTY
	\$276,830	\$376,342	\$81,024
	(4%)	(4%)	(12%)

Replacement:

47 Typewriters, Electric, 13" Carriage, @ \$35.80 \$18,133

(345 + (5%) \$17,25 + (6.5%) \$23,24)

3 Typewriters, Electric, 15" Carriage, @ \$109.28 \$ 327,840

(\$366 + (5%) \$18,30 + (6.5%) \$24,98) \$ 1,228

For replacement of 50 manual typewriters that are all 15 years old or older, beyond their useful life and difficult or impossible to repair. Standard electric typewriters are requested because of the difficulty in hiring qualified typists who will use a manual machine.

NAME	SERIAL NUMBER	INVENTORY NUMBER	YEAR PURCHASED
Facit	T1-112798	56-7263	1960
Facit	T1-151382	56-7240	1959
Facit	T1-151409	56-7763	1960
Facit	T1-151419	56-8475	1959
Facit	T2-182131	56-7415	1960
Facit	T2-182150	56-7138	1960
Facit	T2-182154	56-8774	1960
Facit	T2-185663	56-7096	1960
Facit	T2-227176	56-7228	1962
Facit	T2-27142	56-8281	1962
Facit	T2-27145	56-8398	1962
Facit	T1-2714026	56-2570	1941
Royal	41598299	56-956	1950
Royal	4167533	56-1412	1950
Royal	6802989	56-7164	1960
Royal	6803655	56-8306	1960
Royal	6804904	56-8290	1960
Royal	7077453	56-8029	1959
Royal	7245443	56-7385	1961
Royal	13-7241632	56-7952	1961
Royal	13-7254270	None	1961

BUDGET EXPLANATIONS

FISCAL YEAR

1979 - 1980

FUND

GROUP

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COMMISSIONER OF SOCIAL SERVICES
DEPARTMENT BOARD ON COMMISSION

S.O. 2260 - OFFICE (Continued)

Ref. No.

66

S.O. 2260 - OFFICE (Continued)

Replacement:

25 Calculators, printing @ \$43.11 \$ 7,703.
 (\$275.53 + (\$50) \$33.78 + (6.50) \$18.81)

To replace 25 unrepairable or worn-out machines.

YEAR	INVENTORY	SERIAL	INVENTORY
PURCHASED	NUMBER	NUMBER	NUMBER
1962	56-7156	13-7316365	None
1962	56-7116	13-7306727	None
1962	56-7099	13-7332896	None
1962	56-3285	13-7430215	None
1962	56-9434	13-7460946	None
1962	56-8152	13-7491116	None
1962	56-2580	13-7499908	None
1962	56-8322	13-7506676	None
1962	56-7254	13-7748405	None
1962	56-8584	13-7742465	None
1962	56-7140	13-7749881	None
1962	56-8300	13-7749881	None
1962	56-8019	13-7749881	None
1962	56-8615	13-7750213	None
1962	56-7105	13-7750213	None
1962	56-7234	7-7228263	None
1962	56-8605	7-7228263	None
1962	56-7125	7-7228263	None
1962	56-9693	7-893832	None
1962	56-8749	7-893852	None
1962	56-7458	7-893972	None
1962	56-7791	7-893972	None
1962	56-7247	7-663427	None
1962	56-7889	7-674971	None
1962	56-7235	7-808785	None
1962	56-7243	7-893853	None
1962	56-7243	7-897954	None
1962	56-7243	625-13-5276402	None
1962	56-9669	882-423810-11	None

1 Folding Machine \$ 1,390

To replace Pitney Bowes table top folder purchased in 1972, Serial #M12553, inventory #56-10277. This machine has frequent breakdowns and parts are no longer available. The machine is used to fold approximately 30,000 Notices of Action and other materials per month.

MAKE	SERIAL	INVENTORY
NUMBER	NUMBER	NUMBER
Clary	148-365734-A	None
Marchant	130223	56-226
Comptograph	178729	56-7283
Monroe	M12641	56-10279
Monroe	M15358	56-6745
Monroe	187454-D	56-7092
Ohmer	440256	89-007
Ohmer	900689	56-6370
Remington	3013503	56-10208
Sundstrand	117868	None
Ohmer	795060	56-6713
Ohmer	795118	56-6714
Ohmer	795127	56-6715
Ohmer	900669	56-6368
Ohmer	900670	56-6371
Ohmer	900671	56-6369
Ohmer	900688	56-9171
Ohmer	936762	56-6895
Ohmer	936763	56-6896
Ohmer	936769	56-6897
Ohmer	945651	56-9444
Ohmer	682977	None
Remington	86-005	56-6888
Marchant	130223	56-226
Victor	1274518C	56-8353

CITY & COUNTY OF SAN FRANCISCO
BUDGET EXPLANATIONSFISCAL YEAR
1979 - 1980DEPARTMENT OF SOCIAL SERVICES
DEPARTMENT, BOARD, OR COMMISSION

DEPARTMENT, BOARD, OR COMMISSION

Ref. No.

061

S.O. 2260 OFFICE (Cont'd.)

New:

10	Typewriters, Electric, 15" Carriage @ \$385.80	\$ 3,858
1	Typewriter, Electric, 15" Carriage @ \$409.28	409

For new functions in the following areas:

- 2 Personnel
- 1 Chief Clerk, Medi-Cal
- 1 CDS-CU
- 2 MECCA (Management, Evaluation & Compliance of Contracts & Agreements)
- 3 Medi-Cal & Food Stamps Division Secretaries
- 1 Research and Planning

225	<u>Calculators, printing @ \$308.11.....</u>	<u>\$69,325</u>
-----	--	-----------------

4 are for MECCA to facilitate computation of contract amounts, proper payments, and compliance with agreed-upon terms.

1 is for Personnel for collection of salary data
vacancy rates.

¹ for General Accounting for use by the Principal Accountant in charge of State Claim.

4 are for new staff assigned to the IVD Child Support Unit.

¹ Calculator for CDS-CU new staff.

14 for expansion of the Chore Payment Unit.

200 are for the Medi-Cal Division. Calculators are required for efficient computation in eligibility case work.

2 Recorders, Cassette Tape @ \$250.....	\$ 500
---	--------

These machines are to be used by the new Personnel Decentralized Testing Unit for recording oral interviews as required by Civil Service Rule 9.16.

Ref. No.

90

S.O. OFFICE (Cont'd.)

New:

70	Wall Clocks, Battery Operated @ \$72.....\$	750
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To provide clocks in reception areas and office areas of the new building where none were installed by the Contractor.

1	<u>Shredder, Paper, Heavy Duty.....</u>	<u>\$ 3,000</u>
---	---	-----------------

For destruction of confidential client and personnel information prior to dumping in the garbage. There is no market for recycled material except computer paper which is handled in a confidential manner. Therefore, case records must be destroyed beyond recognition before removal.

2 Teletypewriters for the Deaf @ \$800.....	\$ 1,600
---	----------

To provide increased services to the deaf of the community, particularly SSI/SSP clients, San Francisco is targeted as the Western Center for services to the deaf and anticipates serving between 5,000 and 10,000 clients with this handicap.

1 Paper Cutter, Table Top @ \$175.....\$	175
--	-----

Funds are requested to provide a paper cutter near the photocopy machine at 170 Otis to cut small documents to size after reproduction.

Microfilm Equipment..... \$ 515,000

To provide an improved system of case record maintenance, accessibility, accuracy and reduction in storage needs.

To improve the daily work environment and increase the output of caseworkers and investigators staff, by providing simultaneous access to records by more than one user through diazo copies of a master file of microfilmed case records.

CITY & COUNTY OF SAN FRANCISCO
BUDGET EXPLANATIONSFISCAL YEAR
1979 - 1980

EQUIPMENT OF SOCIAL SERVICES

DEPARTMENT OF SOCIAL SERVICES

Ref. No.

Microfilm Equipment (Cont'd.)

To reduce storage requirements and provide quick access to reports and documents that must be retained for long periods of time, or permanently.

To reduce paper costs and storage needs by producing computerized reports directly onto film instead of paper.

To reduce the size of the clerical staff involved in maintenance and retrieval of records.

SUPPLIES AND EQUIPMENT NEEDED

Purchase and Lease/Purchase (Lease period is for 9 months).

Planetary Cameras	Lease	5 @ \$4500	\$ 22,000
	Purchase	5 @ 8195	41,000
Microfilm Processors	Lease	1	4,800
	Purchase	1	9,000
Jacket Reader/Fillers	Lease	2 @ 2500	5,000
	Purchase	2 @ 5200	10,400
Reader/Printers	Purchase	9 @ 2478	22,300
Readers (Viewers)	Purchase	1000 @ 150	150,000
Diazo Duplicators	Purchase	1	5,110
(Jacket Printers)	Lease	2 @ 2700	5,400
Microfilm Filing Units	Purchase	3 @ 7000	21,000
(Power Files)	Purchase	10000 rolls @ 5	50,000
Film	Purchase		4,000
Chemicals	Purchase	750,000	118,000
Film Jackets	Purchase	750,000	33,750
Diazo Sheets	Purchase		

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FUND	FUND	DEPT	DTV	SEC	
GROUP					

5 Mail Sorting Units @ \$245.00.....\$ 1,225

For replacement of 5 wooden sorting units built by DFW which are now dilapidated and inadequate to serve the size and organization of the Department.

1 Electric Letter Opener & Jogger.....\$ 900

To replace Lightning Model A-9, Serial #3312, Inventory #56-10275, purchased in 1972. Present equipment has no automatic jogging feature which results in letters as well as envelopes being slit. Since the mail room processes approximately 40,000 items of incoming mail per month, the amount of staff time spent taping torn documents back together is considerable.

Lenier Telephone Dictation System.....\$49,500

Funds are requested to replace all IBM dictation equipment (75 Dictators and 59 Transcribers) owned by the Department. The machines were purchased from 1965 to 1967 and have reached the end of their useful life. IBM Corporation has estimated a cost of \$200 per machine for overhaul with no guarantee because of the age of the equipment. Cost to overhaul these machines: \$26,800. Dictation capability is essential to the efficient operation of the Department, as social workers must record all contacts with clients via case narratives.

CITY & COUNTY OF SAN FRANCISCO
BUDGET EXPLANATIONS

DEPARTMENT OF SOCIAL SERVICES

DEPARTMENT, BOARD, OR COMMISSION

FISCAL YEAR
1979 - 1980

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FUND	FUND	DIV
GROUP		SEC

1217.4

Ref. No.

061

Lanier Telephone Dictation System (Cont'd.)

Dictating Equipment, IBM, Models 211 (Dictators)
and 212 (Transcribers).(With the exception of 2 Model 224's((portable)),
Ser. 655516 & 658092, and one Model 213, Serial
No. 402283).

Ref. No.

062

S.O. 2261 FURNISHINGS/FIXTURES - \$60,815

FEDERAL	STATE	COUNTY
\$24,934	\$28,583	\$7,298
(41%)	(47%)	(12%)

New:

15 Typing Tables @ \$75.00.....\$ 1,125

Funds are requested to purchase typing tables for typewriters which are shared by a group or unit of people who do not have typist desks nor a need for a full-time typewriter. Moveable tables on wheels will permit staff to make more effective use of pooled machines.

72 Chairs, Side without Arms @ \$90.00.....\$ 6,480

24 Chairs, Side with Arms @ \$115.00.....\$ 2,760

Chairs are to be used in Conference Rooms at 170 Oils and at the sides of workers' desks when interviewing clients. With the move to 170 Oils, a larger number of interviews are conducted at one time since workers in AFDC intake now interview at their desks.

400 Modular Multiple Seating Units @ \$90.00...\$36,000

For placement in Department Waiting Rooms to provide seating for clients waiting to be interviewed.

50 Bookcases, Metal, 42" @ \$60.00.....\$ 3,000

To provide storage space for case records in open filing units at 170 Oils, thereby freeing file cabinets for use elsewhere in the Department

90 Shelving Units, Steel, @ \$125.00.....\$11,250
(96" x 12" x 48")

Shelving is needed for the following areas:

24 Units for storage of computer documents at various Quality Assurance Units.

CITY & COUNTY OF SAN FRANCISCO
BUDGET EXPLANATIONS

FISCAL YEAR

DEPARTMENT OF SOCIAL SERVICES
DEPARTMENT BOARD OF COMMISSIONERS

1979 - 1980

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FUND FUND DEPT DIV SEC
GROUP

Ref. No.

22 S.O. 2261 FURNISHINGS/FIXTURES (Cont'd.)

Shelving Units (Cont'd.)

50 Units for storage of AFDC second volumes
and the Centralized Services Bank.16 Units for the Department's Library cur-
rently in boxes because of a lack of
available shelving.

4 Magazine Packs @ \$50.00.....\$ 200

For display of information pamphlets in recipi-
ent waiting rooms.

063 S.O. 2270 BOOKS, LIBRARY - \$2,000

FEDERAL	STATE	COUNTY
\$ 820	\$ 940	\$ 240
(4%)	(47%)	(12%)

To buy books and publications on a continuous basis
for the Department Library. State Department of
Social Services in Operations Manual Section #10-
221.1, requires the Counties to provide in their
budgetary appropriations for the development of a
library for the use of the Staff Development Unit.

064 S.O. 2299 OTHER EQUIPMENT - \$20,350

FEDERAL	STATE	COUNTY
\$ 8,344	\$9,565	\$2,441
(41%)	(47%)	(12%)

New:

4 Mail Carts, Steel @ \$125.00.....\$ 500

For delivery and pick-up of interoffice
mail. Addition of these carts will
enable us to increase the frequency and
timeliness of mail service to Department
Staff.

Ref. No.

064

2 Trucks, Platform Flatbed @ \$175.00.....\$ 350

2 Dollies, Wood, Swivel Caster @ \$35.00.....\$ 70

These items will enable Management Serv-
ices staff to move efficiently more
materials from one location to another
without the potential for injury involved
in lifting and carrying heavy items.

1 Tailgate Lift, Hydraulic.....\$ 1,200

Funds are requested for a hydraulic tail-
gate lift to be installed on the 1978
parcel delivery van purchased last year.
The clearance from the ground to the truck
bed is approximately two feet making it
difficult and hazardous to lift heavy ob-
jects into the vehicle.

1 Jack, Car, Wheel Type.....\$ 300

To change flat tires on Department vehicles
when parked in the garage and in case of
emergencies in the city.

4 Ladders, Safety, 2 Step @ \$50.00.....\$ 200

2 Ladders, Safety, 5 Foot @ \$115.00.....\$ 230

For use in the Closed Files Library and
Central Supply Room to reach material
stored on upper shelves of 8-ft. high
storage units.

2 Metal Detectors @ \$3,500.00.....\$17,500

To be placed at public entrances to DSS
buildings to detect guns, knives, and other
potential weapons which may be used against
employees or clients. Attacks against em-
ployees have increased over the past year
including one employee who was stabbed.

CITY & COUNTY OF SAN FRANCISCO
BUDGET EXPLANATIONSFORM 4130
D

DEPARTMENT OF SOCIAL SERVICES

DEPARTMENT: BOARD, ON COMMISSION

FISCAL YEAR
1979 - 198001 001 45
FUND FUND DEPT DIV SEC
GROUP

Ref. No.

065

S.O. 2690 PROJECTS - \$763,000

FEDERAL	STATE	COUNTY
\$312,630	\$285,610	\$91,560
(47%)	(47%)	(12%)

Funding should be utilized in the following priorities:

Project No.

169-78-101 (1) 1680 Mission St.-

1st Flr. Remodeling..... \$301,000

Remove all existing internal interview partition walls on first floor. Construct 12 new 5' high interview partitions (Rooms 121 thru 132 inclusive). Paint new partitions and certain interior walls.

Construct new reception and control area. Replace damaged and deteriorated floor tile with carpet.

Re-route electrical and telephone lines as required. Provide public address system.

This work is required to increase internal security and to accommodate new general assistance personnel being relocated to 1680 Mission Street.

Project No.

169-70-101 (2) 1680 Mission St.-

Heating, Ventilating, Roof..\$ 38,000

Altering the heating and ventilating system and insulating the roof to provide reasonable control of environmental temperatures throughout the building at 1680 Mission Street.

On hot days, the temperature inside the building rises to 80°F. plus and on cold days, the building takes too long to warm up.

First Year - Provide an effective exhaust system to remove the stagnant air, and provide aluminum shielding on the glass windows to reduce the solar heat gain into the building.

Second Year - Install ducts, diffusers and booster fans on first, second and third floors to ensure adequate amounts of fresh air into the plenum area for circulation.

Third Year - Remove existing roofing, install fiberglass insulation, and re-roof with new flashings to reduce solar heat gain into the fourth floor of the building where on hot days, temperatures exceed 80°F.

Project No.

169-77-101 (3) 150 Otis Street -

Various Renovations \$624,000

Phase I - Under 1978-79 Budget Year, \$350,000 was appropriated. These funds are scheduled for first and second floor renovations including handicapped access.

Phase II - Additional funds are required to complete the scheduled renovation. Work consists primarily of reworking the existing antiquated heating system as follows:

New combustion air fan, repair of water supply tanks, new low pressure boiler, and installation of a two pipe hot water heating system for the existing space heaters.

Other work includes patching and painting interior finishes, upgrading existing electrical service and lighting on floors three through nine, and relocation of the existing cafeteria.

This work is required in order to accommodate new social service personnel and program changes associated with construction of new facilities at 1700 Otis Street.

BUDGET EXPLANATIONS

FISCAL YEAR

1979 - 1980

DEPARTMENT OF SOCIAL SERVICES

DEPARTMENT BUDGET ON COMPARISON

S.F. No.

100

SAN FRANCISCO ATTORNEY - \$94,762

FEDERAL STATE	COUNTY
\$71,355	\$23,377
(47%)	(26%)

This amount will continue to fund the Department's 3 Attorneys and 1 Legal Steno. In addition, it will allow 2 New Attorneys.

Almost every aspect of the operations of the Department of Social Services is governed in some manner by Federal and State statutes, Federal and State regulations, the Charter, Administrative Code, and other codes of the City and County of San Francisco as well as case (Appellate Court Decisions) law. The Department is, therefore, in the position of requiring constant and complete legal advice on their extensive provision of services to the people of San Francisco.

The provision of legal services by a separate division of the City Attorney's Office with Deputy City Attorneys assigned full time to the Department has been underway since July, 1977. The following is based upon that short-lived experience, the coordination of these specific legal services with general legal services provided the Department by the main office of the City Attorney, and projections as to as yet unmet needs in legal representation:

Legal Advice and Opinions

On a daily basis, provide the Department of Social Services with legal advice to the General Manager, Commission and all levels of staff with reference to the conduct of their operations in all fields, including but not limited to the Brown Act, Privacy Act, and all applicable State and Federal Statutes, discretionary laws, regulations and local ordinances.

Contracts

Assist the Department in the preparation, administration and interpretation of contracts entered into between the Department and other governmental agencies or private parties.

GROUP

101	FUND	46	DEPT	DIV	SEC
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Child Welfare

Represent the Department in all dependence cases, all juvenile proceedings, all contested adoption and foster care litigation, and termination of parental rights under civil code.

Writs

On behalf of the Department, counsel must seek judicial review of fair hearing decisions under C.C.P. Sections #1005 or #1094.5. At the present time, the referees of the State Department of Social Services routinely rule against the interests of the City and County of San Francisco in Welfare fraud cases. Said adverse decisions prevent the City and County from proceeding with criminal prosecutions and civil actions against individuals who have committed welfare fraud and whose fraudulent actions are supported by clear and convincing evidence.

Claims

Advise and represent the Department in contested claims in favor of the City and County of San Francisco.

Guardianship and Conservatorship Proceedings

The Department is mandated by State statute to seek guardianship or conservatorship for individuals who are incapable of taking care of their affairs or persons.

It is estimated that some 69 developmentally disabled adults, and some 300 plus elderlies will require guardianship or conservatorship. Furthermore, an unknown number of minors under the care of foster parents will be turning 18 years of age and will require guardianship or conservatorship.

Uncontested cases will be routinely processed. However, all contested cases will involve jury trials.

Adult Social Services

In addition to specific duties in conservatorship and guardianship proceedings, there are a variety of areas where social services to adults will require legal consultation and litigation.

CITY & COUNTY OF SAN FRANCISCO
BUDGET EXPLANATIONS

FISCAL YEAR

1979 - 1980

DEPARTMENT OF SOCIAL SERVICES

DEPARTMENT, BOARD, OR COMMISSION

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45

FUND FUND DEPT DIV SEC

GROUP

Ref. No.

066

S.O. 2020 - CITY ATTORNEY (Continued)

Training Seminars

Conduct training seminars for the Department of Social Services' staff to familiarize them with simple rules of evidence, and the importance of maintaining proper records.

Conduct training seminars for the staff of Claims and Collection Units in the preparation of documents for execution of judgments, wage garnishment proceedings, present claims in small claims court.

Supervise and train para-legal in the preparation of documents for guardianship and conservatorship proceedings, and dependency proceedings.

Conduct training seminars for the provision of all child welfare services which result in litigation dependency, adoption, etc.

Legislation

Review pending legislations affecting the operations of the Department of Social Services. Summarize said legislations and advise the Department of Social Services of their implications.

Litigations

Litigation on behalf of the Department generally centers around its involvement with Federal or State funds and regulatory obligations. The Department is the major implementation point for the translation of all such monies into services.

Contract, personal injury defense, employment litigation are further legal services to be rendered the Department by our office.

Ref. No.

067

S.O. 2020 REAL ESTATE SERVICE - \$ 500

FEDERAL	STATE	COUNTY
\$ 205	\$ 235	\$ 60
(47%)	(47%)	(12%)

No change from last year.

Funds requested by the Real Estate Department for the processing and/or re-negotiation of existing leases.

S.O. 2060 SHERIFF - \$2,040

FEDERAL	STATE	COUNTY
\$ 836	\$ 959	\$ 245
(47%)	(47%)	(12%)

Funds are requested to allow for garnishment of wages in collecting delinquent accounts. Each garnishment costs \$8.50. This cost will be added to the delinquent account and collected when repayment is made.

069

S.O. 2070 TAX COLLECTOR - \$5,000

FEDERAL	STATE	COUNTY
\$ 2,050	\$2,350	\$ 600
(47%)	(47%)	(12%)

Tax Collector's services to enforce the collections of Emergency Loans made under the provisions of AB 134, Chapter 1216, Statutes of 1973. The Tax Collector's Office files claims in the Municipal Court and makes arrangement for the serving of writs with the Sheriff's Department. The cost is \$2.00 for filing fees and \$7.00 for serving fees, for a total of \$9.00 per case. Funds for this purpose were originally approved by the Board of Supervisors under Ordinance 31574, approved June 24, 1974.

CITY & COUNTY OF SAN FRANCISCO
BUDGET EXPLANATIONS

FISCAL YEAR
1970 - 1970

DEPARTMENT OF SOCIAL SERVICES

CONCURRENT GRANT ON COMMISSION

Page 10

S.O. 7080 PUBLIC WORKS GENERAL - \$101,223

FEDERAL	STATE	COUNTY
\$1,140	\$2,167	\$2,167
(4%)	(47%)	(12%)

Amounts requested by Public Works for the Department's share of cost for operation of The Centrex System and other telephone needs.

Details are as follows:

Share of cost of operating the City Hall Centrex System for the period July 1, 1979 to March 31, 1980, at which time we will have our own Centrex Telephone System.

One-half the salaries for 9 months of 7-1706 Telephone Operators, 1-1708 Sr. Telephone Operator, and 1-1770 Chief Telephone Operator....\$24,112

Mandatory Fringe Benefits for the above:

Retirement	\$6,194
Social Security	2,100
Health Service	1,199
Unemployment Insurance	274
Unemployment Ins. Adm.	7
	<u>\$10,065</u>

One-half the cost of renting the Centrex Equipment for 9 months:

\$53,640 x 50% x 3/4 = \$20,115

TOTAL SHARE CENTREX SYSTEM: \$64,272

1217.9

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FUND	FUND	DEPT
(000000)		SEC

Other Telephone Costs:

Salaries of 1-1706 Telephone Operator for one year.....\$ 8,932.00

Mandatory Fringe Benefits for the above:

Retirement	\$1,313
Social Security	548
Health Service	444
Unemployment Insurance	71
Unemployment Ins. Adm.	2
	<u>\$ 2,378.00</u>
TOTAL:	<u>\$ 11,310</u>

Salaries of 1-1706 Telephone Operator for one year.....\$ 8,996.40

1-1708 Sr. Telephone Operator for one year.....\$10,857.60

TOTAL: \$ 19,854

Mandatory Fringe Benefits for the above:

Retirement	\$3,499
Social Security	1,217
Health Service	888
Unemployment Insurance	159
Unemployment Ins. Adm.	4
	<u>\$ 5,767</u>

TOTAL OTHER TELEPHONE COSTS: \$ 26,931

GRAND TOTAL: \$101,223

CITY & COUNTY OF SAN FRANCISCO
BUDGET EXPLANATIONS

DEPARTMENT OF SOCIAL SERVICES

FISCAL YEAR
1979 - 1980

DEPARTMENT, BOARD, OR COMMISSION

Ref. No.

071

S.O. 3700 AUTO MAINTENANCE - \$34,700

FEDERAL	STATE	COUNTY
\$ 6,027	\$ 5,909	\$1,764
(478)	(478)	(128)

To provide for major and minor maintenance and repair of the vehicles assigned to Social Services.

It is imperative that all cars be kept in safe operating condition for the safety of employees, clients, and the public at large. Fourteen (14) totally inoperable cars were replaced in the 1977-78 Budget; 8 inoperable or unsafe cars are being replaced from the 1978-79 Budget.

Central Shops has requested \$12,900 for maintenance and repair of our cars in 1979-80. In addition, we request \$190 per month for minor or emergency repairs at various locations convenient to this Department.

Vehicles will last longer and remain in safe condition only through a vigorous preventative maintenance program whereby minor maintenance and repairs are performed routinely and major problems are immediately corrected. If the cars are kept in top condition, employee and client/passengers will take greater care of these vehicles.

072

S.O. 3780 EQUIPMENT - \$10,234

FEDERAL	STATE	COUNTY
\$ 4,237	\$4,957	\$1,240
(478)	(478)	(128)

No change from last year.

To provide for the maintenance of two elevators each at 150 Otis Street and 1680 Mission Street.

Ref. No.

073

S.O. 3782 FACILITIES MAINTENANCE - \$74,300

FEDERAL	STATE	COUNTY
\$30,463	\$34,921	\$8,916
(478)	(478)	(128)

Facilities maintenance by Department of Public Works for 150 and 170 Otis, and 1680 Mission Street Buildings.

Cleaning and removal of debris from two (2) parking lots leased from the State of California Department of Transportation. To be performed by Public Works Street Cleaning Bureau at estimated monthly cost of \$150. \$3,600

Maintenance of brick sidewalk at 170 Otis Street Plaza - Annual cleaning. \$1,000

Tree trimming as required in 170 Otis Street Plaza - 2 times per year @ \$350. \$700

Maintenance of plants at 170 Otis Street @ \$260 per month. \$3,120

S.O. 3700 LIGHT, HEAT & POWER - \$93,775

FEDERAL	STATE	COUNTY
\$30,448	\$44,074	\$11,253
(478)	(478)	(128)

S.O. 3701 ADMINISTRATION - \$176

FEDERAL	STATE	COUNTY
\$ 72	\$ 83	\$ 21
(478)	(478)	(128)

Figures supplied by Bureau of Light, Heat and Power to service 150 Otis, 170 Otis and 1680 Mission Streets.

Electricity	\$ 55,700
Gas	\$8,075
Administration	\$93,775
176	

TOTAL: \$ 93,951

BUDGET EXPLANATIONS

FISCAL YEAR

1979 - 1980

DEPARTMENT OF SOCIAL SERVICES
COUNSELOR PLACES FOR HOUSING

COUNCILOR PLACES FOR HOUSING - \$1,518,000

FEDERAL	STATE	COUNTY
\$ 764,907	\$ 753,740	\$ 71,200
(38%)	(52%)	(10%)

These funds are used for the following data processing purposes:

Case Data System (X12)..... \$764,907

Case Data System is a system of over 200 computer programs which process aid payrolls and claims, welfare eligibility, Food Stamp authorizations, and statistical and management reports.

Aid Payroll (W40)..... \$ 40,128

The Aid Payroll project encompasses a number of programs which interface the Case Data System to meet the requirements of warrant creation and appropriation accounting. Also included is the Collection and Reporting System (CAR), a subsystem of the Case Data System which processes claim collections and other receivables.

General Assistance (W40)..... \$ 11,288

The General Assistance project records issuance of payments to vendors for food, rent, and commodity orders.

Teleprocessing (W40)..... \$557,258

The programs within this system maintain the teleprocessing files which provide recipient information at various reception areas, assist Central Index case search function, and serve as a reference tool for eligibility, social workers, and clerical staff.

FUND	FUND	DEPT	DIV	SEC
GROUP				

Warrant Registers and Reconciliation (W2A)..... \$ 22,719

This project provides listings of cashed welfare warrants used as reference by the Controller's Office and by the Department of Social Services. The increase from last year is due to the Department's request for daily printouts of cashed warrants, not just periodic printouts as in prior years. Experience shows that daily lists are indispensable in reducing incidences of fraud and issuance of duplicate warrants.

EDP Forms and Supplies for the Case Data System.. \$ 22,000

WORK PROGRAM SUMMARY

War Memorial

DEPARTMENT, BOARD OR COMMISSION

*TOTAL LESS NON-BUDGETED REVENUES.

[illegible]



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DEPT. DIV. SECTION FUNDWar Memorial
DEPARTMENT, BOARD OR COMMISSION

WORK PROGRAM DETAIL

Name of Program on Function War Memorial General

Program Description:

Operate and maintain the War Memorial Opera House and the Veterans Building under the direction of the War Memorial Board of Trustees (San Francisco Charter 3.610). Assure maximum utilization of areas not controlled under the War Memorial Trust by the American Legion War Memorial Commission and the San Francisco Museum of Modern Art assure maximum utilization of areas for the support and growth of the performing arts.

Program Outputs:

Unit

A. _____
B. _____
C. _____
D. _____
E. _____

II. EXPENDITURE DETAIL

A. Permanent Salaries 442,065
B. Other Personnel Costs 87,426
C. Mandatory Fringe Benefits 130,427
D. Direct Service Contracts 25,876
E. Operating Expenses 110,955

F. Facilities Maintenance 59,000
G. Equipment & Cap. Outlay 75,000
H. _____
I. _____

J. TOTAL REQUESTED FOR THIS FUNCTION

III. EMPLOYMENT DETAIL

A. Permanent Employments
B. IDMO Funded Employments
C. Grant Funded Employments
D. Other Temporary Employments
E. Full-Time Employees in
Funded Positions
F. Part-Time Employees in
Funded Positions

Identification from Summary A

	1977-78 Actual	1978-79 Estimated	Base	First Add-on	1979-80 Second Add-on	Third Add-on
A. Permanent Salaries	442,065	430,029	416,987	442,934	446,358	482,288
B. Other Personnel Costs	87,426	110,237	56,476	57,906	63,878	66,416
C. Mandatory Fringe Benefits	130,427	155,071	140,037	147,828	155,008	159,180
D. Direct Service Contracts	25,876	31,764	31,764	31,764	31,764	31,764
E. Operating Expenses	110,955	163,460	156,705	136,705	156,805	157,924
F. Facilities Maintenance	59,000	70,000	70,000	70,000	70,000	70,000
G. Equipment & Cap. Outlay	75,000		-0-			
H. _____						
I. _____						
J. TOTAL REQUESTED FOR THIS FUNCTION	\$930,749	\$960,561	\$871,969	\$907,137	\$944,013	\$967,520
	1977-78 Approved	1978-79 Approved			1979-80 Requested	
A. Permanent Employments	37	37	29	32	33	34
B. IDMO Funded Employments	1	1	1	1	1	1
C. Grant Funded Employments	3 1/4	3 1/4	3 1/4	3 1/4	3 1/4	3 1/4
D. Other Temporary Employments						
E. Full-Time Employees in Funded Positions						
F. Part-Time Employees in Funded Positions						
TOTAL	41.5	41.5	33.5	36.5	37.5	38.5

Name of Program or Function: Museum of Modern Art

Identification from Summary: B

Program Description:

City support of San Francisco Museum of Modern Art in form of
Janitorial, elevator and utility services.

Program Outputs:

Unit

A.
B.
C.
D.
E.

1977-78 Actual	1978-79 Estimated	Base	First Add-on	1979-80 Second Add-on	Third Add-on
\$42,234	\$ 35,161	\$19,431	\$19,431	\$19,431	\$19,431
3,463	4,453	4,453	4,453	4,453	4,453
11,774	11,024	6,411	6,411	6,411	6,411
	66,900	66,900	66,900	66,900	66,900
29,401	30,734	100	100	100	100

II. EXPENDITURE DETAIL

- A. Permanent Salaries
B. Other Personnel Costs
C. Mandatory Fringe Benefits
D. Direct Service Contracts
E. Operating Expenses
F. Facilities Maintenance
G. Equipment & Cap. Outlay
H.
I.
J. TOTAL REQUESTED FOR THIS FUNCTION

\$ 86,872	\$ 148,272	\$ 97,295	\$ 97,295	\$ 97,295
-----------	------------	-----------	-----------	-----------

III. EMPLOYMENT DETAIL

- A. Permanent Employment
B. IDMO Funded Employment
C. Grant Funded Employment
D. Other Temporary Employment
E. Full-Time Employees in
Funded Positions
F. Part-Time Employees in
Funded Positions

1977-78 Approved	1978-79 Approved	1979-80 Requested

TOTAL

WORK PROGRAM DETAIL

Name of Program or Function Administration

Program Description:

Administer policies of the War Memorial Board of Trustees and those of the City through two management positions, managing director and assistant, who are supported by a senior clerk stenographer and a senior account clerk.

War Memorial
DEPARTMENT, BOARD OR COMMISSION

Identification from Summary 6

1977-78	1978-79	1979-80
Actual	Estimated	
	Base	First Second Third Add-on Add-on Add-on

Program Outputs:

Unit

A.	
B.	
C.	
D.	
E.	

II. EXPENDITURE DETAIL

A.	Permanent Salaries	76,082	71,582	71,024	81,440	81,440	81,440
B.	Other Personnel Costs			-	-	-	-
C.	Mandatory Fringe Benefits	22,105	18,432	18,438	21,649	21,649	21,649
D.	Direct Service Contracts			-0-	-0-	-0-	-0-
E.	Operating Expenses	3,813	4,025	5,675	4,475	5,675	10,675

F. Facilities Maintenance
G. Equipment & Cap. Outlay

H. _____
I. _____

J. TOTAL REQUESTED FOR THIS FUNCTION

\$102,000 \$ 94,039 \$ 95,137 \$107,564 \$108,764 \$113,764

III. EMPLOYMENT DETAIL

A. Permanent Employments
B. IDMO Funded Employments
C. Grant Funded Employments (CETA)
D. Other Temporary Employments
E. Full-Time Employees in
Funded Positions
F. Part-Time Employees in
Funded Positions

1977-78	1978-79	1979-80
Approved	Approved	Requested

4	4	4	5	5
0	1	1	1	1
4	5	5	5	6
4	5	5	6	6

CITY & COUNTY OF SAN FRANCISCO

BUDGET EXPLANATIONS

FISCAL YEAR

01	001	46	00	00
FUND	FUND	DEPT	DIV	SEC
GROUP				

War Memorial

Document: Board on Construction

Mandates - Program Assumptions

The appropriation of funds and administration of the War Memorial is mandated by City Charter Sections 3.610 and 6.404 and Administrative Code Sections 27.2 through 27.5 and Sections 10.100 - 10.117, 9, 10.78 - 3. The Board of Supervisors shall annually appropriate to the War Memorial Board an amount sufficient to defray the cost of maintaining, operating and caring for the War Memorial.

Work Programs and Functions

- Administration** - The War Memorial Executive Office is the management arm of the Board of Trustees and administers the policies of the Board and the City with two management positions, a managing director and assistant managing director supported by only one clerical position and an account clerk. The Department is responsible for all functional support of the War Memorial and revenues derived from the extensive year-round use of the facilities.
- War Memorial General** - This work program section of the budget provides for all necessary custodial and engineering maintenance of the War Memorial complex. It also provides for the security personnel needed to protect the City's property. All equipment, supplies and utility costs are also under this section. The aim of the Department is to be able to adequately care for and protect one of the nation's most beautiful cultural complexes.
- Museum of Modern Art** - This work program contains the costs of the War Memorial budget which are relative to custodial, elevator and utility support for the Museum's operations. The aim of the Department is to continue support to the extent allowed by the budget.

Additions Which Affect Workload

As of July 1, 1978, the War Memorial assumed the management and booking of the Herbst Theatre and the Green Room in the Veterans Building. The Green Room is the large exception hall on the second floor of the Veterans Building. The Herbst Theatre, formerly the Veterans Auditorium, was renovated with funds from a \$700,000 grant from the Herbst Foundation. Both facilities are experiencing extensive use and future requests will increase. As a result, there has been a tremendous increase in the workload for both administration and operational functions. Of course, the Department is also experiencing an increase in revenues due to the addition of these two facilities.

As of July 1, 1979, the addition to the Opera House will be completed which will add 38,000 sq. ft. to the War Memorial giving a total of 463,200 sq. ft., more floor area than City Hall but overseen by less staff. With this increase in workload for both the custodial and engineering staffs, more funds are needed for minimum equipment and supplies and yet the Department is being asked to reduce its budget.

Historical Experience and Analysis of Reductions

Within the past four years, the Department has experienced a budget which has remained relatively the same and yet inflationary costs have reduced the actual ability of the Department to provide the same services for the same dollars. Our continual requests for replacement equipment, and new equipment which is absolutely necessary if current manpower is to be effectively used, have been constantly denied. Our repeated request for a Senior Stationary Engineer, a position which is crucially needed to be properly used, our Building and Grounds Superintendent are to be properly used, has also been denied and yet this Superintendent has no supervisory position between him and the engineering staff. Obviously, the Department strongly feels that current budget level is not adequate for the real needs of the War Memorial, and yet ironically, we are being asked to prepare for potential funding at a lower level. The results of such action would have drastic effects. The ability of the Department to meet its mandated obligations and responsibilities is already strained and, indeed, in some areas has become non-existent. Our Building and Grounds Superintendent is already overburdened and yet he is being asked to assume 38,000 more sq. ft. without any increase in engineering support. Succinctly, it can be said, for the War Memorial that the rubber band has been stretched as far as it can go.

Projected Revenue Increases

Since the War Memorial is a revenue producing Department and since it is expected that ad valorem dollars will decrease, we have taken a very serious look at our current fee structure. It is anticipated that with our changes in rate schedules, the War Memorial, for Fiscal Year 1979-80, will experience an increase in revenue of 68%. This projection is definitely conservative. With these revenues, if the Department is funded at the full 78-79 level, ad valorem support would still decrease at least 20%. With such a significant decrease in ad valorem support, the Department feels that the City should seriously consider funding the War Memorial at a level higher than the Fiscal Year 1978-79 amount.

CITY & COUNTY OF SAN FRANCISCO
BUDGET EXPLANATIONS
FISCAL YEARWar Memorial Department
Department Board, on Commission

	01	001	46	00	00
FUND	FUND	DEPT	DIV	SEC	
GROUP					

FIRST INCREMENT + \$47,595

I. Administration

A. Service Results

At the base budget the Department is without a clerk-typist position which is critically needed due to the increase in work load caused by the addition of the Herbst Theatre and Green Room.

B. Service Consequences

Without this clerical position, it would be impossible to process the over 150 contracts for the Herbst Theatre and related correspondence.

BASE BUDGET

II. Museum of Modern Art

A. Service Results

At the base level, the Department must cut all utility and janitorial support for the Museum, including lighting supplies and household items. Reduction of two janitorial positions.

B. Consequences

The Museum would have to reimburse the War Memorial for all utility costs and contract out its janitorial needs.

III. War Memorial General

A. Service Results

At the base budget the Department is without the following positions:

Four 2708 Custodians
One 2716 Sub-Foreman
One 7377 Stage Electrician
One 6252 Opera House Attendant

B. Consequences

With a reduction of five janitorial positions it would be impossible for the Department to provide even minimal custodial service especially considering the addition of 38,000 sq. ft. in the Opera House extension and the additional demands of the Herbst Theatre. Without the stage electrician, it would be impossible to maintain and use the Herbst Theatre.

I. Administration

A. Service Results

Same as base.

B. Consequences

Same as base.

II. Museum of Modern Art

A. Service Results

Same as base.

B. Consequences

Same as base.

III. War Memorial General

A. Service Results

At the first increment level, three custodial positions are added back.

B. Consequences

With these positions being funded, the Department is only adding back janitors which are essential for minimal operations.

SECOND INCREMENT + \$38,076

I. Administration

A. Service Results

At this level, a clerk-typist position is added.

B. Consequences

The Department will now be able to process all requests for rentals of the Herbst Theatre and the Green Room.

II. Museum of Modern Art

A. Service Results

Same as base.

B. Consequences

Same as base.

III. War Memorial General

A. Service Results

Additional funds at this level will be used to add back a custodial sub-foreman.

B. Consequences

The Department will be more able to provide labor for actual custodial

BUDGET EXPLANATIONS

FISCAL YEAR

01	001	46	00	00
FUND	FUND	DEPT	DIV	SEC
GROUP				

War Memorial Department

CLASSIFICATION: BUDGET OR COMBINATION

THIRD INCREMENT + \$28,557

I. Administration

A. Service Results

At this level, some funds become available for subobject 1280 (promotional expenses).

B. Consequences

The War Memorial will be able to produce publicity and operational brochures which are necessary for professional management.

II. Museum of Modern Art

A. Service Results

Same as base.

B. Consequences

Same as base.

III. War Memorial General

A. Service Results

Additional funds at this level will also be used to provide a stage electrician for the Herbst Theatre.

B. Consequences

Unless a stage electrician is present at all rehearsals and performances, the Herbst Theatre would experience rapid deterioration through carelessness, deliberate abuse and vandalism. This position is also revenue producing in that the War Memorial is reimbursed by the tenant for his time when the Theatre is used during the 8-5 work day. The stage electrician is, first of all, the permanent caretaker for the Theatre.

FOURTH INCREMENT + \$24,243

IV. War Memorial General

A. Service Results

Additional funds at this level would be used to pay overtime costs for janitorial and engineering staff which are absolutely necessary if the War Memorial is to operate 7 days/week, 16 hrs./day.

B. Consequences

Without funds for overtime, the Opera House would not be available for performances seven days a week, and the Herbst Theatre could only be scheduled on a five-day basis. This would result in a decrease of revenue

CLOSING COMMENTS

The War Memorial requests that the City and County of San Francisco fund the Department at an amount no less than 100% of Fiscal Year 78-79, which was already less than Fiscal Year 77-78. At this level there are still no funds for the following:

\$55,000	Department share of City liability coverage
28,000	Overtime hours for custodians and engineers
51,000	Approximate utility and janitorial support for the Museum of Modern Art

Of the three, the most important item for us is the overtime hours. Without it, the War Memorial cannot operate seven days per week, which it must, if the permanent tenants are to make full use of the Opera House and the Department is to experience maximum revenue.

The Department feels that this request is extremely reasonable considering that the War Memorial anticipates revenues at least 50% greater than Fiscal Year 78-79. The result will be at least a 20% decreased reliance on ad valorem dollars.

With this substantial reduction of ad valorem support, the City and County of San Francisco should consider increasing the War Memorial budget.

CITY & COUNTY OF SAN FRANCISCO

BUDGET EXPLANATIONS

FISCAL YEAR

01	001	46	01	00
FUND	FUND	DEPT	DIV	SEC
GROUP				

War Memorial Department

DEPARTMENT, BOARD, OR COMMISSION

1. 0010 - Regular Miscellaneous

Funds in this account cover salaries for the following:

4122 Managing Director
4120 Assistant Managing Director
1446 Senior Clerk, Stenographer
1632 Senior Account Clerk
1424 Clerk Typist
8202 Security Guards (6)
8216 Stage Door Attendant (2)

2. 0030 - Regular Craft

Funds in this account cover salaries for the following:

2708 Custodian (14)
2716 Sub-Foreman
2718 Foreman
7120 Building & Grounds Maintenance Superintendent
7324 Stationary Engineer (4)
7345 Electrician
7346 Painter
7377 Stage Electrician (2)
7392 Window Cleaner

3. 0100 - Overtime-Permanent

No dollars have been allocated in this account.

4. 0102 - Overtime-Craft

Currently at the third increment, still no funds are available to operate the War Memorial on a 7 day/week basis which is absolutely necessary if the tenants are to make full use of the facilities. If the Department is funded at 100%, these additional monies would be appropriated to this account.

5. 0120 - Holiday Pay-Miscellaneous

Funds in this account are used to cover holiday pay for security guards, stage door attendants and elevator operators.

6. 0122 - Holiday-Craft

Funds in this account are used to cover holiday pay for all engineering and custodial labor.

7. 0130 - Extended Work Week

Security is essential in the Opera House for both the welfare of those using it and to safeguard City property.

8. 0160 - Payment in Lieu of Sick Leave

No funds have been allocated to this account.

9. 0200 - Regular Temporary

Funds in this account will be used to cover the following expenses:

Vacation leave for all staff
Stage door attendant services on Sundays in the Opera House
Sick leaves and contingency funds to staff emergency situations

10. Mandatory Fringe Benefits

A) 0600 - Retirement City

Funds in this account are computed by Controller's instructions to provide employee's contribution to retirement system.

B) 0606 - Social Security

Per Controller's instructions, funds provided in this account cover employee's contribution to social security.

C) 0610 - Health Service-City Match

Funds determined by Controller's instructions.

D) 0611 - Health Service-Subsidy

Budgeted by instructions from Health Service System.

E) 0612 - Health Service-Administration

Budgeted by instructions from Health Service System.

F) 0620 - Unemployment Insurance

Budgeted by Controller's instructions.

G) 0621 - Unemployment Insurance-Administration

Budgeted by Controller's instructions.

11. 1206 - Travel, Meetings, Conferences

These funds will be used to cover expenses incurred in attending professional meetings related to the administration of the War Memorial.

12. 1219 - Other Equipment Maintenance

Funds in this account are used to cover maintenance contracts for air conditioning, elevators, fire alarms, etc.

CITY & COUNTY OF SAN FRANCISCO
BUDGET EXPLANATIONS

FISCAL YEAR

01	001	46	01	00
FUND	FUND	DEPT	DIV	SEC
GROUP				

War Memorial Department

Department Board: See Commission

13. 1221 - Scavenger Service

Budgeted as per figure provided by Purchasing Department.

14. 1223 - Pest Control

Funds used to cover cost of annual service contract for rodent control.

15. 1231 - Sewer Charge

Funds budgeted as per previous fiscal year.

16. 1232 - Telephone

Covers cost of telephone service for the War Memorial.

17. 1233 - Postage

Same amount for Fiscal Year 78-79 to cover mailings to eleven member Board committees and executive office correspondence.

18. 1234 - Copy Machine

No funds allocated to this account.

19. 1243 - Other Equipment Rental

Same amount budgeted as Fiscal Year 78-79 to enable the War Memorial shops to undertake various maintenance and repair jobs. Equipment rentals are necessary to keep the plant operational.

20. 1269 - Other Contractual Services

No funds allocated to this account.

21. 1280 - Promotional Expenses

These funds will be used for the publicity materials, facility brochures and other promotional expenses which will be needed for professional management of the Herbst Theatre and for the new concert hall.

22. 1299 - Other Current Expenses

These funds will cover expenses such as cleaning, laundry and towel service, women's rest rooms, sanitary napkins and subscriptions to publications.

23. 1301 - Office Supplies

Budgeted for Executive Offices.

24. 1335 - Electrical

Repair and maintenance of War Memorial electrical systems. Requires funds for wires, conduits, switches, etc.

25. 1336 - Lighting

Funds for re-lamping and replacement of fixtures in the Opera House and Veterans Building.

26. 1350 - Building Maintenance

These funds are used for items such as: parts for pumps, compressors, plumbing supplies, valves, and all other materials needed to keep the engineering plant functional.

27. 1355 - Household

Funds in this account will cover such items as: cleaning equipment for the Opera House and the Veterans Building; paints; brushes; sealers and adhesives; toilet tissue; paper towels; etc.

28. 1376 - Fire Fighting/Rescue

To purchase materials needed as required by the San Francisco Fire Department to maintain conditions of public safety.

29. 1380 - Small Tools

To replace broken or worn out hand tools.

30. 1391 - Fuels & Lubricants

To purchase kerosene for cleaning; lubricating oil for bearings and motors; etc.

31. 1399 - Others

To provide first aid supplies for the Opera House Nurse's Office, and to stock the house stage and War Memorial shops first aid kits. Also, other miscellaneous materials and supplies.

32. 1408 - Other Insurance

No funds allocated in this account.

CITY & COUNTY OF SAN FRANCISCO
BUDGET EXPLANATIONS

FISCAL YEAR

FUND	01	001	46	01	00
GROUP	FUND	DEPT	DIV	SEC	

War Memorial Department

DEPARTMENT, BOARD, OR COMMISSION

33. 3300 - Light, Heat & Power

The amount budgeted in this account is for figures supplied by Hetch Hetchy and includes anticipated increase to the Opera House addition.

34. 3500 - Printing Reproduction

Costs for reproduction of materials and Executive Offices, engineering shops and Board of Trustees.

35. 3700 - Workers Compensation

Compensation insurance is mandatory and amount requested is per the advice of the retirement system.

36. 3710 - Rec-Park Gardener

This is an interdepartmental charge for the services of a gardener for the War Memorial grounds.

37. 2020 - Facilities Maintenance

Funds for ongoing maintenance projects budgeted per the recommendation of the Department of City Planning.

42. 0010 - Regular Miscellaneous

These funds provide service for two elevator operators.

43. 0030 - Regular Craft

Nothing currently budgeted in this account.

44. 0100 - Overtime Premium

Funds needed for overtime custodial services.

45. 0120 - Holiday Pay

Holiday pay for two elevator operators.

46. 0130 - Extended Work Week

No funds budgeted in this account.

47. 0200 - Regular Temporary

Vacation relief and sick leave for elevator operators.

48. Mandatory Fringe Benefits

A) 0600 - Retirement per Controller's instructions.

B) 0606 - Social Security.

C) 0610 - Health Service - Per Controller's instructions.

D) 0620 - Unemployment Insurance - Per Controller's instructions.

E) 0621 - Unemployment Insurance Administration.

49. 1219 - Other Equipment Maintenance

Funds needed for mechanical repairs.

50. 1243 - Other Equipment Rental

Yearly amount allocated for conversion of Veterans elevators to automatic operation.

WORK PROGRAM SUMMARY

PUBLIC UTILITIES COMMISSION-SAN FRANCISCO WATER DEPARTMENT
DEPARTMENT, BOARD OR COMMISSION

*TOTAL LESS NON-BUDGETED REVENUES.

Page 1

	1978-79			1979-80						
PROGRAM OF FUNCTION	APPROVED	POS.	BASE	POS.	FIRST ADD-ON	POS.	SECOND ADD-ON	POS.	FINAL ADD-ON	POS.
A. Source of Supply	\$ 4,187,562	85	\$ 3,252,670	85	\$ 3,252,670	85	\$ 3,252,670	85	\$ 3,745,399	85
B. Pumping	1,934,465	28	1,603,643	28	1,603,643	28	1,603,643	28	1,676,949	28
C. Water Treatment	2,865,504	62	2,725,555	62	2,725,555	62	2,725,555	62	2,993,043	62
D. Transmission & Distribution S.F.	9,642,391	225	6,516,485	206	7,450,485	214	8,175,485	219	11,530,891	225
E. Transmission Distribution Suburban.	841,417	30	643,973	30	655,955	30	663,741	30	804,563	30
F. Commercial	2,531,468	114	2,273,245	113	2,273,245	113	2,273,245	113	2,298,069	113
G. Administration	891,478	25	838,460	26	838,460	26	838,460	26	904,601	26
H. Unallocated Costs	7,933,573	72	7,404,284	72	7,404,284	72	7,404,284	72	8,470,643	72
I. LAND	230,440	3	178,931	3	178,931	3	178,931	3	260,583	3
GROSS BUDGET*	\$31,058,298	644	\$25,437,246	625	\$26,383,228	633	\$27,116,014	638	\$32,684,741	644
REVENUE										
Purchase of Water Ad Valorem	\$(7,150,000)		\$(9,500,000)		\$(9,500,000)		\$(9,500,000)		\$(9,500,000)	
State Subventions										
State Grants										
Fees and Charges	38,132,000		35,000,000		35,000,000		35,000,000		41,294,799	
Other Revenues	1,075,000		1,385,000		1,385,000		1,385,000		1,385,000	
TOTAL REVENUE	\$32,057,000		\$26,885,000		\$26,885,000		\$26,885,000		\$33,179,799	
EXPENDITURE DETAIL										
A. Permanent Salaries	\$ 9,170,552		\$ 9,259,164		\$ 9,259,164		\$ 9,259,164		\$ 9,259,164	
B. Other Personnel Costs	689,200		737,274		737,274		737,274		751,258	
C. Mandatory Fringe Benefits	2,884,601		2,863,421		2,863,421		2,863,421		2,863,421	
D. Direct Service Contracts	-0-		-0-		-0-		-0-		-0-	
E. Operating Expense	7,431,048		6,112,544		6,112,544		6,112,544		6,837,060	
F. Equip/Cap. Outlay	10,882,897		6,464,843		7,410,825		8,143,611		12,973,838	
GROSS BUDGET*	\$31,058,298		\$25,437,246		\$26,383,228		\$27,116,014		\$32,684,741	
G. Less Salary Savings	532,278		708,080		708,080		708,080		-0-	
H. ACTUAL BUDGET	\$30,526,020		\$24,729,166		\$25,675,148		\$26,407,934		\$32,684,741	
I. Permanent Employments	564		564		564		564		564	
J. IDWO Employments	40		21		29		34		40	
K. Grant Funded Empl.	17		17		17		17		17	
L. Other Employments	23		23		23		23		23	

1223

h7 00 00 32-001
DEPT. DIV. SECTION FUND

WORK PROGRAM DETAIL

Name of Program or Function Source of Supply

Program Description:

Protection and maintenance of watershed lands and regulation of water storage in Calaveras, San Antonio, San Andreas, Crystal Springs and Placerito Reservoirs and Stone Dam.

Program Outputs:

Unit

A. Watershed Surveillance - Acres	
B. Maintenance of Roads - Miles	
C. Maintenance of Fences - Miles	
D. Fire Guarding - Miles	
E.	

II. EXPENDITURE DETAIL

A. Permanent Salaries	
B. Other Personnel Costs	
C. Grants and Benefits	
D. Direct Service Contracts	
E. Operating Expenses	
F. Facilities Maintenance	
G. Equipment & Cap. Outlay	
H.	
I.	
J. TOTAL REQUESTED FOR THIS FUNCTION	

III. EMPLOYMENT DETAIL

A. Permanent Employees	
B. IDNO Full-Time Employees	
C. Grant Funded Employees	
D. Other Temporary Employees	
E. Full-Time Employees in Funded Positions	
F. Part-Time Employees in Funded Positions	
TOTAL	

PUBLIC UTILITIES COMMISSION - SAN FRANCISCO WATER DEPARTMENT
DEPARTMENT, BOARD OR COMMISSION

1223

Identification from Summary A

1977-78	1978-79	1979-80		
Actual	Estimated	Base	First Add-on	Second Add-on

63,000	63,000	63,000	63,000	63,000
230	230	225.8	225.8	225.8
124	124	122.39	122.39	126.84
ho	ho	ho	ho	ho

\$ 1,191,540	\$ 1,312,904	\$ 1,325,590	\$ 1,325,590	\$ 1,325,590
122,586	126,389	125,966	125,966	139,590
355,392	422,165	419,209	419,209	419,209
2,117,046	2,097,304	1,355,905	1,355,905	1,492,800
-0-	115,000	-0-	-0-	-0-
77,933	111,800	26,000	26,000	75,000
				292,850
\$3,864,379	\$ 4,187,562	\$3,252,670	\$3,252,670	\$3,745,352

1977-78	1978-79	1979-80		
Approved	Approved		Requested	

81	81	81	81	81
1	1	1	1	1
-0-	-0-	0	-0-	-0-
3	3	3	3	3
85	85	85	85	85
-0-	-0-	-0-	-0-	-0-
85	85	85	85	85

WORK PROGRAM DETAIL

Name of Program or Function Pumping
Program Description:

Maintenance and operation of pumping facilities in Alameda, San Mateo and San Francisco Counties to maintain system pressures, pumping to filtration plants and regulating water levels in storage and distribution reservoirs and in tanks.

Program Outputs:

Unit	
A. Million Gallons of Water/Day	
B.	
C.	
D.	
E.	

II. EXPENDITURE DETAIL

- A. Permanent Salaries
- B. Other Personnel Costs
- C. Mandatory Fringe Benefits
- D. Direct Service Contracts
- E. Operating Expenses
- F. Facilities Maintenance
- G. Equipment & Cap. Outlay
- H.
- I.
- J. TOTAL REQUESTED FOR THIS FUNCTION

III. EMPLOYMENT DETAIL

- A. Permanent Employments
- B. FIMO Funded Employments
- C. Other Funded Employments
- D. Other Temporary Employments
- E. Full-Time Employees in Funded Positions
- F. Part-Time Employees in Funded Positions
- TOTAL

Identification from Summary B

1977-78 Actual	1978-79 Estimated	Base	First Add-on	1979-80 Second Add-on	Final Add-on
73.80	101.37	90.00	90.00	90.00	90.00
\$350,749	\$386,474	\$390,208	\$390,208	\$390,208	\$390,208
36,062	37,793	41,196	41,196	41,196	41,196
104,603	124,270	123,400	123,400	123,400	123,400
-0-	-0-	-0-	-0-	-0-	-0-
523,328	1,062,928	1,048,839	1,048,839	1,048,839	1,090,595
-0-	-0-	-0-	-0-	-0-	30,000
98,832	323,000	-0-	-0-	-0-	1,550
\$ 1,113,574	\$ 1,934,465	\$1,603,643	\$1,603,643	\$1,603,643	\$1,676,949

1977-78 Approved	1978-79 Approved	1979-80 Requested
24	24	24
1	1	1
-0-	-0-	-0-
3	3	3
28	28	28
-0-	-0-	-0-
28	28	28
TOTAL	TOTAL	TOTAL

1235

WORK PROGRAM DETAIL

Name of Program or Function _____ Water Treatment

Program Description:

Securing the quality of water through operating filter plants, the chemical treatment of water and its testing programs. All analytical work in biology, microbiology, and chemistry are performed in the Millstone Laboratory and in the field. The storage reservoirs throughout the system are also monitored to control algae growth and to safeguard the quality of the stored water.

PUBLIC UTILITIES COMMISSION-SAN FRANCISCO WATER DEPARTMENT
DEPARTMENT, BOARD OR COMMISSION

Identification from Summary _____ C

1235

Program Outputs:

Unit

- A. See sub-programs
B.
C.
D.
E.

II. EXPENDITURE DETAIL

- A. Permanent Salaries
B. Other Personnel Costs
C. Mandatory Fringe Benefits
D. Direct Service Contracts
E. Operating Expenses
F. Facilities Maintenance
G. Equipment & Cap. Outlay
H.
I.
J. TOTAL REQUESTED FOR THIS FUNCTION

III. EMPLOYMENT DETAIL

- A. Permanent Employments
B. IDMO Funded Employments
C. Grant Funded Employments
D. Other Temporary Employments
E. Full-Time Employees in
Funded Positions
F. Part-Time Employees in
Funded Positions
TOTAL

	1977-78 Approved	1978-79 Approved	1979-80 Requested	
A. Permanent Salaries	\$900,876	\$992,634	\$1,002,225	\$1,002,225
B. Other Personnel Costs	92,624	97,070	105,811	105,811
C. Mandatory Fringe Benefits	268,668	319,182	316,947	316,947
D. Direct Service Contracts	-0-	-0-	-0-	-0-
E. Operating Expenses	767,662	1,304,818	1,300,572	1,300,572
F. Facilities Maintenance	-0-	65,000	-0-	-0-
G. Equipment & Cap. Outlay	6,383	86,800	-0-	-0-
H.				
I.				
J. TOTAL REQUESTED FOR THIS FUNCTION	\$2,096,213	\$2,385,504	\$2,725,555	\$2,725,555
				\$2,993,043
A. Permanent Employments	61	61	61	61
B. IDMO Funded Employments	1	1	1	1
C. Grant Funded Employments	-0-	-0-	-0-	-0-
D. Other Temporary Employments	-0-	-0-	-0-	-0-
E. Full-Time Employees in Funded Positions	62	62	62	62
F. Part-Time Employees in Funded Positions	-0-	-0-	-0-	-0-
TOTAL	62	62	62	62

WORK PROGRAM DETAIL

Name of Program or Function Water Treatment - Sunol

Program Description:

Operation and Maintenance of the Sunol Filtration Plant

Program Outputs:

Unit
Million Gallons Filtered/DayA.
B.
C.
D.
E.

II. EXPENDITURE DETAIL

A. Permanent Salaries
B. Other Personnel Costs
C. Mandatory Fringe Benefits
D. Direct Service Contracts
E. Operating Expenses
F. Facilities Maintenance
G. Equipment & Cap. Outlay
H.
I.

J. TOTAL REQUESTED FOR THIS FUNCTION

III. EMPLOYMENT DETAIL

A. Permanent Employees
B. Temporary Employees
C. Grant Employees
D. Other Temporary Employees
E. Full-Time Employees in
Funded Positions
F. Part-Time Employees in
Funded Positions

TOTAL

Identification from Summary C-1

1977-78 Actual	1978-79 Estimated	Base	First Add-on	1979-80 Second Add-on	Final Add-on
39.0	41.0	54.8	54.8	54.8	54.8
\$227,552	\$250,729	\$253,152	\$253,152	\$253,152	\$253,152
51,409	24,133	26,742	26,742	26,742	26,742
67,863	86,622	80,057	80,057	80,057	80,057
-0-	-0-	-0-	-0-	-0-	-0-
298,715	439,746	438,315	438,315	438,315	509,733
-0-	65,000	-0-	-0-	-0-	-0-
-0-	75,000	-0-	-0-	-0-	-0-
\$ 577,539	\$ 935,630	\$798,266	\$798,266	\$798,266	\$ 869,684

1977-78 Approved	1978-79 Approved	1979-80 Requested
16	16	16
-0-	-0-	-0-
-0-	-0-	-0-
-0-	-0-	-0-
16	16	16
-0-	-0-	-0-
16	16	16
-0-	-0-	-0-
16	16	16

WORK PROGRAM DETAIL

Name of Program or Function Water Treatment - other

Program Description:

Treatment and testing of all water deliveries with the exception of water treated at the Filter Plants.

Program Outputs:

Unit

- A. Million Gallons/Day Disinfected
 B. Million Gallons/Day Fluoridated
 C. Number of Lab Tests
 D. Number of Water Samples
 E. Number of Customer Complaints

1977-78 Actual	1978-79 Estimated	Base	First Add-on	1979-80 Second Add-on	Final Add-on
247	261	265	265	265	265
105	115	125	125	125	125
91,686	95,000	94,240	94,240	94,240	100,000
33,550	20,000	23,550	23,550	23,550	25,000
153	225	230	230	230	230

II. EXPENDITURE DETAIL

- A. Permanent Salaries
 B. Other Personnel Costs
 C. Mandatory Fringe Benefits
 D. Direct Service Contracts
 E. Operating Expenses

1977-78 Actual	1978-79 Estimated	Base	First Add-on	1979-80 Second Add-on	Final Add-on
\$ 462,614	\$ 509,733	\$ 514,658	\$ 514,658	\$ 514,658	\$ 514,658
47,539	49,821	54,307	54,307	54,307	54,307
137,965	163,905	162,758	162,758	162,758	162,758
333,907	567,522	565,705	565,705	565,705	657,880

- F. Facilities Maintenance
 G. Equipment & Cap. Outlay
 H.
 I.

1977-78 Actual	1978-79 Estimated	Base	First Add-on	1979-80 Second Add-on	Final Add-on
\$ 987,991	\$ 1,302,811	\$ 1,297,428	\$ 1,297,428	\$ 1,297,428	\$ 1,425,178
-0-	-0-	-0-	-0-	-0-	-0-
5,566	11,800	-0-	-0-	-0-	35,575

J. TOTAL REQUESTED FOR THIS FUNCTION

1977-78 Actual	1978-79 Estimated	Base	First Add-on	1979-80 Second Add-on	Final Add-on
\$ 987,991	\$ 1,302,811	\$ 1,297,428	\$ 1,297,428	\$ 1,297,428	\$ 1,425,178

III. EMPLOYMENT DETAIL

- A. Permanent Employees
 B. IPA Funded Employees
 C. Grant Funded Employees
 D. Other Temporary Employees
 E. Full-Time Employees in
 Funded Positions
 F. Part-Time Employees in
 Funded Positions

1977-78 Actual	1978-79 Estimated	Base	First Add-on	1979-80 Second Add-on	Final Add-on
31	31	31	31	31	31
1	1	1	1	1	1
-0-	-0-	-0-	-0-	-0-	-0-
-0-	-0-	-0-	-0-	-0-	-0-
32	32	32	32	32	32
-0-	-0-	-0-	-0-	-0-	-0-
32	32	32	32	32	32

TOTAL

1977-78 Actual	1978-79 Estimated	Base	First Add-on	1979-80 Second Add-on	Final Add-on
32	32	32	32	32	32

1230

47 00 00 32-001
 DEPT. DIV. SECTION TOWN
 WORK PROGRAM DETAIL

Name of Program or Function Transmission + Distribution - S. F.

Program Description:

Delivery of water to the Department's customers in San Francisco. To provide efficient service, the City Distribution Division programs the replacement and flushing of mains and the replacement of meters and services. Emergency services are provided on a 24-hour, seven-day week basis. The City Distribution Division also handles emergency water supply to the Department's physical plant operating submersible and automotive equipment.

Program Outputs:

Unit
 A. See sub-Programs
 B.
 C.
 D.
 E.

II. EXPENDITURE DETAIL

A. Permanent Salaries
 B. Other Personnel Costs
 C. Mandatory Fringe Benefits
 D. Direct Service Contracts
 E. Operating Expenses
 F. Facilities Maintenance
 G. Equipment & Cap. Outlay
 H.
 I.
 J. TOTAL REQUESTED FOR THIS FUNCTION

A. Permanent Employment
 B. IDMO Funded Employment
 C. Grant Funded Employment
 D. Other Temporary Employment
 E. Full-time Employees in
 F. Funded Positions
 G. Part-time Employees in
 H. Funded Positions
 I.
 J. TOTAL

III. EMPLOYMENT DETAIL

PUBLIC UTILITIES COMMISSION - SAN FRANCISCO WATER DEPARTMENT
 DEPARTMENT, BOARD OR COMMISSION

Identification from Summary D

1235

	1977-78	1978-79	1979-80	1979-80	1979-80	1979-80
	Actual	Estimated	Base	Add-on	Add-on	Add-on
\$2,736,490	\$3,015,212	\$3,044,347	\$3,044,347	\$3,044,347	\$3,044,347	\$3,044,347
\$281,392	253,412	253,339	253,339	253,339	253,339	253,339
816,101	950,232	943,283	943,283	943,283	943,283	943,283
-0-	-0-	-0-	-0-	-0-	-0-	-0-
966,967	959,035	965,516	965,516	965,516	965,516	1,062,997
2,302,161	3,176,000	825,000	1,525,000	2,075,000	4,307,000	4,307,000
617,333	1,309,500	465,000	719,000	894,000	1,919,925	1,919,925
\$7,720,404	\$9,642,391	\$6,516,495	\$7,450,495	\$8,175,495	\$11,530,891	\$11,530,891
186	186	186	186	186	186	186
22	22	3	11	16	22	22
18	10	10	10	10	10	10
7	7	7	7	7	7	7
228	225	206	214	219	225	225
-0-	-0-	-0-	-0-	-0-	-0-	-0-
228	225	206	214	219	225	225

PUBLIC UTILITIES COMMISSION - SAN FRANCISCO WATER DEPARTMENT
DEPARTMENT, BOARD OR COMMISSION

WORK PROGRAM DETAIL

Name of Program or Function: Transmission & Distribution - S.F. - Storage

Identification from Summary D - 1

Program Description:

Inspection, testing, maintenance and operation of the distribution reservoirs, tanks and appurtenant structures in San Francisco.

Program Outputs:

Unit

	1977-78 Actual	1978-79 Estimated	Base	First Add-on	1979-80 Second Add-on	Final Add-on
A. Total Storage-Million Gallons	565	565	565	565	565	565
B. Number of Reservoirs	12	12	12	12	12	12
C. Number of Tanks	8	8	8	8	8	8
D. Number of Structures	47	47	47	47	47	47
E. Landscaping Acreage	62.6	62.6	62.6	62.6	62.6	62.6

II. EXPENDITURE DETAIL

A. Permanent Salaries	\$354,650	\$390,772	\$394,548	\$394,548	\$394,548	\$394,548
B. Other Personnel Costs	36,463	36,630	39,988	39,988	39,988	39,988
C. Mandatory Fringe Benefits	105,755	125,163	124,248	124,248	124,248	124,248
D. Direct Service Contracts	-0-	-0-	-0-	-0-	-0-	-0-
E. Operating Expenses	144,078	142,896	143,861	143,861	143,861	158,386
F. Facilities Maintenance	124,162	161,011	80,000	80,000	80,000	112,000
G. Equipment & Cap. Outlay	-0-	-0-	-0-	-0-	-0-	-0-
H. _____						
I. _____						
J. TOTAL REQUESTED FOR THIS FUNCTION	\$ 765,108	\$ 856,472	\$782,595	\$ 782,595	\$ 782,595	\$ 889,110

III. EMPLOYMENT DETAIL

	1977-78 Approved	1978-79 Approved	1979-80 Requested
A. Permanent Employments	24	24	24
B. IDMO Funded Employments	2	2	2
C. Grant Funded Employments	5	5	5
D. Other Temporary Employments	1	1	1
E. Full-Time Employees in Funded Positions	32	32	32
F. Part-Time Employees in Funded Positions	-0-	-0-	-0-
TOTAL	32	32	32

WORK PROGRAM DETAIL

Name of Program or Function Transmission + Distribution - S. F. - Meters

Program Description:

Removing and resetting, disconnecting and reconnecting meters and associated equipment and inspecting, testing and repairing meters within San Francisco on premises or in the shop.

PUBLIC UTILITIES COMMISSION - SAN FRANCISCO WATER DEPARTMENT
DEPARTMENT, BOARD OR COMMISSION

Identification from Summary D-2

D=2

1241

10

DEPT.	00	SECTION	00	FUND	32-001
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Identification from Summary D-21977-78
Actual

Estimated
1978-79

Base

First
Add-on

1979-80
Second
Add-onFinal
Add-on

Program Outputs:

Unit

A.	Number of Meters
B.	Number of Meters Tested
C.	Number of Meters Repaired
D.	Number of Meters Replaced
E.	

161,272	162,000	162,000	162,000	162,000
4,298	4,300	4,050	4,050	4,300
12,703	12,700	12,000	12,000	12,700
3,100	3,300	2,850	2,850	3,400

II. EXPENDITURE DETAIL

A.	Permanent Salaries	\$177,959	\$196,128	\$199,023	\$196,063	\$196,123	\$196,024
B.	Other Personnel Costs	18,301	18,365	20,040	20,040	20,040	20,040
C.	Mandatory Pledge Benefits	53,078	62,919	62,360	62,360	62,360	62,360
D.	Direct Service Contracts						
E.	Operating Expenses	63,820	63,297	63,724	63,724	63,724	70,158
F.	Facilities Maintenance						
G.	Equipment & Cap. Outlay	56,426	65,967	70,000	70,000	70,000	70,000
H.		25,000	40,000	0-	0-	0-	50,000
I.							
J.	TOTAL REQUESTED FOR THIS FUNCTION	\$ 394,623	\$ 446,596	\$414,147	\$ 414,147	\$ 414,147	\$ 470,234

III. EMPLOYMENT DETAIL

1977-78
Approved

1978-79
Approved

1979-80
Requested

A.	Permanent Employments	12	12	12	12	12
B.	IDMO Funded	0-	0-	0-	0-	0-
C.	Grant Funded Employments	0-	0-	0-	0-	0-
D.	Other Temporary Employments	1	1	1	1	1
E.	Full-Time Employees in Funded Positions	13	13	13	13	13
F.	Part-Time Employees in Funded Positions	0-	0-	0-	0-	0-
TOTAL		13	13	13	13	13

47 00 00 32-001
DEPT. DIV. SECTION FUND
WORK PROGRAM DETAIL

PUBLIC UTILITIES COMMISSION - SAN FRANCISCO WATER DEPARTMENT
DEPARTMENT, BOARD OR COMMISSION

Name of Program or Function Transmission + Distribution - S. P. - Services Identification from Summary D-3

Program Description:

Inspection, testing, restoration, rearrangement, repair and replacement of water services in the City.

	1977-78 Actual	1978-79 Estimated	Base	First Add-on	1979-80 Second Add-on	Final Add-on
Program Outputs:						
Unit						
A. Number of Services	159,019	159,500	160,000	160,000	160,000	160,000
B. Number of Service Renewals	2,772	2,700	400	1,200	1,680	2,400
C. Number of Service Repairs	1,653	1,600	1,600	1,600	1,600	1,700
D. Number of Service Inspections	259	1,200	1,130	1,130	1,130	1,200
E.						

II. EXPENDITURE DETAIL

Permanent Salaries	\$ 875,445	\$ 964,612	\$ 973,933	\$ 973,933	\$ 973,933	\$ 973,933
Other Personnel Costs	90,009	60,284	65,712	65,712	65,712	65,712
Mandatory Fringe Benefits	261,054	293,683	297,451	297,451	297,451	297,451
Direct Service Contracts						
Operating Expenses	189,526	187,972	189,242	189,242	189,242	208,368
F. Facilities Maintenance	1,319,484	1,389,671	1,473,000	1,473,000	1,473,000	1,630,000
G. Equipment & Cap. Outlay	175,000	200,440	260,000	260,000	260,000	282,500
H.						
I.						
J. TOTAL REQUESTED FOR THIS FUNCTION	\$2,910,518	\$3,102,622	\$2,259,338	\$2,759,338	\$3,099,338	\$3,437,944

III. EMPLOYMENT DETAIL

Permanent Employments	59	59	59	59	59	59
IMO Funded Employments						
Grant Funded Employments	20	20	1	9	14	20
Other Temporary Employments	-0-	-0-	-0-	-0-	-0-	-0-
Full-time Positions in Funded Positions	79	79	60	68	73	79
Part-time Employees in Funded Positions	-0-	-0-	-0-	-0-	-0-	-0-
TOTAL	79	79	60	68	73	79

1243

WORK PROGRAM DETAIL

Name of Program or Function Transmission & Distribution S. F. - Main47 00 00 35-001
DEPT. DIV. SECTION FUNDPUBLIC UTILITIES COMMISSION - SAN FRANCISCO WATER DEPARTMENT
DEPARTMENT, BOARD OR COMMISSION
Identification from Summary D-4

1244

Program Description:

Maintenance, replacement and reconstruction of water distribution
main in San Francisco.

Program Outputs:

Unit	
A.	Miles of Water Mains
B.	Water Mains Replaced/Ret
C.	Miles of Water Replaced/Ret
D.	Main Extension Feet
E.	Linear Feet of Mains Flushed
F.	Number of Valves
G.	Number of Valve Inspections
H.	Number of Valve Repairs

II. EXPENDITURE DETAIL

- A. Permanent Salaries
B. Other Personnel Costs
C. Mandatory Fringe Benefits
D. Direct Labor Costs
E. Operating Expenses
F. Facilities Maintenance
G. Equipment & Cap. Outlay
H. _____
I. _____
J. TOTAL REQUESTED FOR THIS FUNCTION

III. EMPLOYMENT DETAIL

- A. Permanent Employments
B. DWG Funded Employments
C. Other Funded Employments
D. Other Temporary Employments
E. Full-Time Employees in
Funded Positions
F. Part-Time Employees in
Funded Positions
TOTAL

1977-78 Actual	1978-79 Estimated	Base	1979-80	
			First Add-on	Second Add-on Final
1,182.5	1,185.9	1,186.2	1,186.2	1,186.6
21,099	21,000	21,000	2,113	20,180
113,048	113,043	113,043	1,500	3,600
12,561	2,000,000	1,885,000	1,885,000	2,000,000
15,899	15,990	15,990	15,990	16,075
3,637	4,000	3,770	3,770	4,000
184	300	-0-	-0-	300

\$1,099,532	\$1,211,523	\$1,223,230	\$1,223,230	\$1,223,230
113,048	93,474	101,891	101,891	101,891
327,376	361,835	379,043	379,043	379,043
411,928	408,550	411,310	411,310	452,837
802,089	1,559,351	202,000	402,000	2,495,000
307,622	933,660	150,000	350,000	1,363,300
\$3,062,095	\$4,588,393	\$2,467,474	\$2,867,474	\$6,015,301

1977-78 Approved	1978-79 Approved	1979-80 Requested	
75	75	75	75
-0-	-0-	-0-	-0-
-0-	-0-	-0-	-0-
-0-	-0-	-0-	-0-
75	75	75	75
-0-	-0-	-0-	-0-
75	75	75	75
-0-	-0-	-0-	-0-
75	75	75	75

1244

47 00 00 32-001 FUND
DEPT. DIV. SECTION

WORK PROGRAM DETAIL

Name of Program or Function Transmission + Distribution - SF - Unallocated

Identification From Summary D-5

Program Description:

Maintenance and operation of the Corporation Yard at 1090
Newcomb Ave. including maintenance of the buildings and grounds,
vehicles & miscellaneous equipment.

Program Outputs:

Unit

- A. None
B.
C.
D.
E.

1977-78 Actual	1978-79 Estimated	Base	First Add-on	1979-80 Second Add-on	Final Add-on
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II. EXPENDITURE DETAIL

- A. Permanent Salaries
B. Other Personnel Costs
C. Mandatory Fringe Benefits
D. Direct Service Contracts
E. Operating Expenses

- F. Facilities Maintenance
G. Equipment & Cap. Outlay
H.
I.

J. TOTAL REQUESTED FOR THIS FUNCTION

\$ 228,865	\$ 252,177	\$ 254,613	\$ 254,613	\$ 254,613	\$ 254,613
23,531	23,539	25,768	25,768	25,768	25,768
68,338	68,338	80,161	80,161	80,161	80,161
-0-	-0-	-0-	-0-	-0-	-0-
157,615	156,360	157,379	157,379	157,379	173,288
-0-	-0-	-0-	-0-	-0-	-0-
109,711	135,400	75,000	109,000	134,000	244,125
\$ 588,060	\$ 646,308	\$592,941	\$ 626,941	\$ 651,941	\$ 777,955

III. EMPLOYMENT DETAIL

- A. Permanent Employees
B. IDMO Funded Employees
C. Grant Funded Employees
D. Other Temporary Employees
E. Full-Time Employees in
Funded Positions
F. Part-Time Employees in
Funded Positions

TOTAL

1977-78 Approved	1978-79 Approved	1979-80 Requested
16	16	16
-0-	-0-	-0-
7	5	5
6	5	5
29	26	26
-0-	-0-	-0-
29	26	26

1245

WORK PROGRAM DETAIL

 L7 00 00 32-001
 DEPT. DIV. SECTION FUND

 PUBLIC UTILITIES COMMISSION - SAN FRANCISCO WATER DEPARTMENT
 DEPARTMENT, BOARD OR COMMISSION

1245

 Name of Program or Function Transmission + Distribution - Short-Term

Program Description:

 Maintenance and operation of pipes and appurtenances which transmit
 water to San Francisco and to retail and individual customers
 outside of San Francisco.

 Identification from Summary E

Program Outputs:

Unit	
A. Miles of Pipelines	238
B. Number of Structures	960
C. Miles of Right-of-Way	120
D.	
E.	

1977-78	1978-79	Base	First Add-on	1979-80	Final Second Add-on
Actual	Estimated				

238	238	238	238	238	238
960	970	970	970	970	970
120	120	120	120	120	120

II. EXPENDITURE DETAIL

- A. Permanent Salaries
 B. Other Personnel Costs
 C. Mandatory Fringe Benefits
 D. Direct Service Contracts
 E. Operating Expenses
 F. Facilities Maintenance
 G. Equipment & Cap. Outlay
 H.
 I.
 J. TOTAL REQUESTED FOR THIS FUNCTION

III. EMPLOYMENT DETAIL

- A. Permanent Employments
 B. IDMO Funded Employments
 C. Grant Funded Employments
 D. Other Temporary Employments
 E. Full-Time Positions in Funded Positions
 F. Part-Time Employees in Funded Positions

\$ 364,015	\$ 401,091	\$ 404,967	\$ 404,967	\$ 404,967	\$ 404,967
37,426	39,223	42,755	42,755	42,755	42,755
108,960	128,971	128,068	128,068	128,068	128,068
-0-	-0-	-0-	-0-	-0-	-0-
47,608	38,132	43,183	43,183	43,183	47,543
7,839	-0-	-0-	-0-	-0-	-0-
75,993	234,000	25,000	56,982	44,768	181,230
\$ 641,441	\$ 841,417	\$ 643,973	\$ 655,955	\$ 663,741	\$ 804,563
1977-78	1978-79		1979-80		
Approved	Approved		Requested		

25	25	25	25	25	25
1	1	1	1	1	1
-0-	-0-	-0-	-0-	-0-	-0-
4	4	4	4	4	4
30	30	30	30	30	30
-0-	-0-	-0-	-0-	-0-	-0-
30	30	30	30	30	30

WORK PROGRAM DETAIL

Name of Program or Function Commercial

Program Description:

Billing and collecting the water sales of the Department. Additionally, a Utility Tax and a Sewer Service Charge are collected in conjunction with water sales billings and deposited to the City's General Fund.

The Commercial Division investigates all calls regarding complaints of poor service, dirty water, inadequate pressure, etc.

Program Outputs:

Unit

A. See sub-programs

B.

C.

D.

E.

II. EXPENDITURE DETAIL

A. Permanent Salaries
B. Other Personnel Costs
C. Mandatory Fringe Benefits
D. Direct Service Contracts
E. Operating Expenses

F. Facilities Maintenance
G. Equipment & Cap. Outlay

H.

I.

J. TOTAL REQUESTED FOR THIS FUNCTION

III. EMPLOYMENT DETAIL

A. Permanent Employments
B. IDMO Funded Employments
C. Grant Funded Employments
D. Other Temporary Employments
E. Full-time Employees in Funded Positions
F. Part-time Employees in Funded Positions

TOTAL

PUBLIC UTILITIES COMMISSION - SAN FRANCISCO WATER DEPARTMENT
DEPARTMENT, BOARD OR COMMISSION

Identification from Summary F

	1977-78 Actual	1978-79 Estimated	Base	1979-80		Final Add-on
				First Add-on	Second Add-on	
\$1,444,250	\$1,586,044	\$1,601,370	\$1,601,370	\$1,601,370	\$1,601,370	\$1,601,370
148,450	11,424	11,424	11,424	11,424	11,424	11,424
430,717	465,269	461,330	461,330	461,330	461,330	461,330
-0-	-0-	-0-	-0-	-0-	-0-	-0-
221,439	469,225	199,121	199,121	199,121	199,121	219,225
-0-	-0-	-0-	-0-	-0-	-0-	-0-
642	450	-0-	-0-	-0-	-0-	4,720
\$2,245,538	\$2,531,468	\$2,273,245	\$2,273,245	\$2,273,245	\$2,273,245	\$2,298,069

	1978-79		1979-80	
	Approved	Requested	Requested	Requested
98	98	97	97	97
3	8	8	8	8
-0-	2	2	2	2
9	6	6	6	6
110	114	113	113	113
-0-	-0-	-0-	-0-	-0-
110	114	113	113	113

WORK PROGRAM DETAIL

Name of Program or Function Commercial - Collections

Program Description:

Arrangement, receipt and deposit of cash collections.

Program Outputs:

Unit

A.	Number of Accounts
B.	Number of Bills Issued
C.	
D.	
E.	

II. EXPENDITURE DETAIL

A.	Permanent Salaries
B.	Other Personnel Costs
C.	Medical and Fringe Benefits
D.	Direct Service Contracts
E.	Operating Expenses

F.	Facilities Maintenance
G.	Equipment & Cap. Outlay
H.	
I.	

J. TOTAL REQUESTED FOR THIS FUNCTION

III. EMPLOYMENT DETAIL

A.	Permanent Employments
B.	IMO Funded Employments
C.	Grant Funded Employments
D.	Other Temporary Employments
E.	Full-Time Employees in Funded Positions
F.	Part-Time Employees in Funded Positions

TOTAL

PUBLIC UTILITIES COMMISSION - SAN FRANCISCO WATER DEPARTMENT
DEPARTMENT, BOARD OR COMMISSION

Identification from Summary P-2

	1977-78 Actual	1978-79 Estimated	Base	First Add-on	1979-80 Second Add-on	Fiscal Add-on
	156,509	156,500	156,700	156,700	156,700	156,700
	1,014,173	1,022,000	1,025,000	1,025,000	1,025,000	1,025,000
	\$ 132,632	\$ 145,654	\$ 147,061	\$ 147,061	\$ 147,061	\$ 147,061
	13,637	10,480	11,424	11,424	11,424	11,424
	39,555	45,671	45,284	45,284	45,284	45,284
	-0-	-0-	-0-	-0-	-0-	-0-
	31,684	31,367	14,172	14,172	14,172	31,367
	-0-	-0-	-0-	-0-	-0-	-0-
	642	450	-0-	-0-	-0-	720
	\$ 218,150	\$ 233,622	\$ 217,941	\$ 217,941	\$ 217,941	\$ 233,956

1977-78 Approved	1978-79 Approved	1979-80 Requested
9	9	9
-0-	-0-	-0-
-0-	2	2
3	2	2
12	13	13
-0-	-0-	-0-
12	13	13

WORK PROGRAM DETAIL

Name of Program or Function	Administrative Services

Program Description:

Administrative services required by the Department.

Identification from Summary G

PUBLIC UTILITIES COMMISSION - SAN FRANCISCO WATER DEPARTMENT
DEPARTMENT, BOARD OR COMMISSION

19

1250

1977-78 Actual	1978-79 Estimated	Base	First Add-on	Second Add-on	Final Add-on
\$297,504	\$127,828	\$130,996	\$130,996	\$130,996	\$130,996
10,590	32,058	34,945	34,945	34,945	34,945
88,730	105,113	104,675	104,675	104,675	104,675
	-0-	-0-	-0-	-0-	-0-
376,706	425,729	367,844	367,844	367,844	433,745
-0-	-0-	-0-	-0-	-0-	-0-
1,276	450	-0-	-0-	-0-	240
704,896	\$ 801,178	\$368,160	\$548,160	\$ 818,160	\$ 904,100

III. EMPLOYMENT DETAIL.

	1977-78		1978-79		1979-80	
	Approved	Requested	Approved	Requested	Approved	Requested
A. Permanent Employments	20	21	20	21	21	21
B. IIMWO Funded Employments	-0-	-0-	-0-	-0-	-0-	-0-
C. Grant Funded Employments	6	5	5	5	5	5
D. Other Temporary Employments	-0-	-0-	-0-	-0-	-0-	-0-
E. Full-Time Employees in Funded Positions	26	26	25	26	26	26
F. Part-Time Employees in Funded Positions	-0-	-0-	-0-	-0-	-0-	-0-
TOTAL	26	26	25	26	26	26

47-00-00 32-001
DEPT. DIV. SECTION FUND
WORK PROGRAM DETAIL

Name of Program or Function Administrative Services - Accounting

Program Description:

Maintenance of General Ledger, Funding Appropriations, Payrolls and related clerical activities.

Program Outputs:

Unit

- A. None
B.
C.
D.
E.

II. EXPENDITURE DETAIL

- A. Permanent Salaries
B. Other Personnel Costs
C. Mandatory Fringe Benefits
D. Direct Service Contracts
E. Operating Expenses

- F. Facilities Maintenance
G. Equipment & Cap. Outlay
H.
I.

J. TOTAL REQUESTED FOR THIS FUNCTION

III. EMPLOYMENT DETAIL

- A. Permanent Employments
B. IDMO Funded Employments
C. Grant Funded Employments
D. Other Temporary Employments
E. Full-Time Employees in Funded Positions
F. Part-Time Employees in Funded Positions

TOTAL

PUBLIC UTILITIES COMMISSION - SAN FRANCISCO WATER DEPARTMENT DEPARTMENT, BOARD OR COMMISSION

Identification from Summary 0-2

	1977-78 Actual	1978-79 Estimated	Base	First Add-on	1979-80 Second Add-on	Final Add-on
\$ 94,407		\$104,023	\$108,535	\$108,535	\$108,535	\$108,535
9,707		10,173	11,069	11,069	11,069	11,069
26,155		33,449	34,218	34,218	34,218	34,218
-0-		-0-	-0-	-0-	-0-	-0-
5,241		6,241	4,760	4,760	4,760	5,241
-0-		-0-	-0-	-0-	-0-	-0-
1,276		450	-0-	-0-	-0-	-0-
\$ 138,786		\$ 154,336	\$158,602	\$158,602	\$ 159,602	\$ 159,602

	1977-78 Approved	1978-79 Approved	1979-80 Requested	
6	6	7	7	7
-0-	-0-	-0-	-0-	-0-
5	4	4	4	4
-0-	-0-	-0-	-0-	-0-
11	10	11	11	11
-0-	-0-	-0-	-0-	-0-
11	10	11	11	11

47 00 00 32-001
DEPT. DIV. SECTION FUND

WORK PROGRAM DETAIL

Name of Program or Function Unallocated Costs - Engineering

Program Description:

Engineering services required for the maintenance of operating facilities.

Program Outputs:

Unit
A. None
B.
C.
D.
E.

II. EXPENDITURE DETAIL

A. Permanent Salaries
B. Other Personnel Costs
C. Mandatory Fringe Benefits
D. Direct Service Contracts
E. Operating Expenses

F. Facilities Maintenance
G. Equipment & Cap. Outlay
H.
I.

J. TOTAL REQUESTED FOR THIS FUNCTION

III. EMPLOYMENT DETAIL

A. Permanent Employments
B. IDMO Funded Employments
C. Grant Funded Employments
D. Other Temporary Employments
E. Full-Time Employees in Funded Positions
F. Part-Time Employees in Funded Positions

TOTAL

PUBLIC UTILITIES COMMISSION-SAN FRANCISCO WATER DEPARTMENT
DEPARTMENT, BOARD OR COMMISSION

1254

Identification from Summary H-1

	1977-78 Actual	1978-79 Estimated	Base	First Add-on	1979-80 Second Add-on	Final Add-on
A. Permanent Salaries	\$727,985	\$806,134	\$813,923	\$813,923	\$813,923	\$813,923
B. Other Personnel Costs	174,845	70,156	85,497	85,497	85,497	85,497
C. Mandatory Fringe Benefits	211,105	259,082	257,274	257,274	257,274	257,274
D. Direct Service Contracts	-0-	-0-	-0-	-0-	-0-	-0-
E. Operating Expenses	33,783	34,762	37,078	37,078	37,078	41,151
F. Facilities Maintenance	-0-	-0-	-0-	-0-	-0-	-0-
G. Equipment & Cap. Outlay	-0-	1,225	-0-	-0-	-0-	3,900
H.						
I.						
J. TOTAL REQUESTED FOR THIS FUNCTION	\$1,053,716	\$1,179,649	\$1,193,772	\$1,193,772	\$1,193,772	\$1,201,385

	1977-78 Approved	1978-79 Approved	1979-80 Requested
A. Permanent Employments	49	49	49
B. IDMO Funded Employments	6	6	6
C. Grant Funded Employments	-0-	-0-	-0-
D. Other Temporary Employments	-0-	-0-	-0-
E. Full-Time Employees in Funded Positions	55	55	55
F. Part-Time Employees in Funded Positions	-0-	-0-	-0-
TOTAL	55	55	55

1255

 17 00 00 32-001
 DEPT. DIV. SECTION FUND

WORK PROGRAM DETAIL

Name of Program or Function Unallocated Costs-Miscellaneous

Program Description:

Program Outputs:

Unit
A. None
B.
C.
D.
E.

II. EXPENDITURE DETAIL

- A. Permanent Salaries
 B. Other Personnel Costs
 C. Mandatory Fringe Benefits
 D. Direct Service Contracts
 E. Operating Expenses
 F. Facilities Maintenance
 G. Equipment & Cap. Outlay
 H.
 I.
 J. TOTAL REQUESTED FOR THIS FUNCTION

III. EMPLOYMENT DETAIL

- A. Permanent Employments
 B. IDMO Funded Employments
 C. Grant Funded Employments
 D. Other Temporary Employments
 E. Full-Time Employees in
 Funded Positions
 F. Part-Time Employees in
 Funded Positions
 TOTAL

 PUBLIC UTILITIES COMMISSION-44M FRANCISCO WATER DEPARTMENT
 DEPARTMENT, BOARD OR COMMISSION

Identification from Summary H-2

1255

	1977-78		1978-79		1979-80	
	Approved	Estimated	Base	First Add-on	Second Add-on	Third Add-on
A. Permanent Salaries	\$48,128	\$274,765	\$277,480	\$277,480	\$277,480	\$277,480
B. Other Personnel Costs	23,517	26,742	29,150	29,150	29,150	29,150
C. Mandatory Fringe Benefits	74,001	88,313	87,693	87,693	87,693	87,693
D. Direct Service Contracts	-0-	-0-	-0-	-0-	-0-	-0-
E. Operating Expenses	1,065,417	946,432	712,406	712,406	712,406	846,152
F. Facilities Maintenance	32,000	45,000	15,000	15,000	15,000	50,000
G. Equipment & Cap. Outlay	-0-	-0-	-0-	-0-	-0-	40,000
H.						
I.						
J. TOTAL REQUESTED FOR THIS FUNCTION	\$1,445,063	\$1,381,252	\$1,121,669	\$1,121,669	\$1,121,669	\$1,320,432
A. Permanent Employments	17	17	17	17	17	17
B. IDMO Funded Employments	-0-	-0-	-0-	-0-	-0-	-0-
C. Grant Funded Employments	-0-	-0-	-0-	-0-	-0-	-0-
D. Other Temporary Employments	-0-	-0-	-0-	-0-	-0-	-0-
E. Full-Time Employees in Funded Positions	17	17	17	17	17	17
F. Part-Time Employees in Funded Positions	-0-	-0-	-0-	-0-	-0-	-0-
TOTAL	17	17	17	17	17	17

17 00 00 32-001
DEPT. DIV. SECTION FUND

WORK PROGRAM DETAIL

Name of Program or Function: Unallocated Costa-Bond Interest + Redemption

Program Description:

Bond Interest and Redemption

Program Outputs:

Unit	
None	
A.	
B.	
C.	
D.	
E.	

II. EXPENDITURE DETAIL

- A. Permanent Salaries
- B. Other Personnel Costs
- C. Mandatory Fringe Benefits
- D. Direct Service Contracts
- E. Operating Expenses
- F. Facilities Maintenance
- G. Equipment & Cap. Outlay
- H. Bond Interest + Redemption
- I.

J. TOTAL REQUESTED FOR THIS FUNCTION

III. EMPLOYMENT DETAIL

- A. Permanent Employees
- B. TMO Funded Employees
- C. Other Funded Employees
- D. Other Temporary Employees
- E. Full-Time Employees in Funded Positions
- F. Part-Time Employees in Funded Positions

TOTAL

PUBLIC UTILITIES COMMISSION-SAN FRANCISCO WATER DEPARTMENT
DEPARTMENT, BOARD OR COMMISSION

Identification from Summary H-3

1977-78 Actual	1978-79 Estimated	Base	First Add-on	Second Add-on	Third Add-on
\$ -0-	\$ -0-	\$ -0-	\$ -0-	\$ -0-	\$ -0-
-0-	-0-	-0-	-0-	-0-	-0-
-0-	-0-	-0-	-0-	-0-	-0-
-0-	-0-	-0-	-0-	-0-	-0-
-0-	-0-	-0-	-0-	-0-	-0-
4,910,584	5,372,672	5,088,843	5,088,843	5,088,843	5,938,843
\$4,910,584	\$5,372,672	\$5,088,843	\$5,088,843	\$5,088,843	\$5,938,843

1977-78
Approved

1978-79
Approved

1979-80
Requested

None

1257

47 00 00 32-001
DEPT. DIV. SECTION FUND
WORK PROGRAM DETAIL

Name of Program or Function Land

Program Description:

Coordination and execution of established policies, methods and procedures for the management and leasing of Department owned operational lands. The leases and revenue land permits are for such diversified uses as a grave pit operation, a walnut orchard, forest, crocker, truck farms, grazing, automobile parking, parks and recreational use.

Program Outputs:

Unit	
A. Permits	
B. Leases	
C.	
D.	
E.	

II. EXPENDITURE DETAIL

- A. Permanent Salaries
B. Other Personnel Costs
C. Mandatory Fringe Benefits
D. Direct Service Contracts
E. Operating Expenses

- F. Facilities Maintenance
G. Equipment & Cap. Outlay
H.
I.

J. TOTAL REQUESTED FOR THIS FUNCTION

PUBLIC UTILITIES COMMISSION-SAN FRANCISCO WATER DEPARTMENT
DEPARTMENT, BOARD OR COMMISSION

Identification from Summary I

26

1257

	1977-78 Actual	1978-79 Estimated	Base	First Add-on	1979-80 Second Add-on	Final Add-on
A. Permits	636	740	760	760	760	760
B. Leases	76	83	85	85	85	85
C.						
D.						
E.						
F. Permanent Salaries	\$ 61,229	\$ 67,466	\$ 68,118	\$ 68,118	\$ 68,118	\$ 68,118
G. Other Personnel Costs	6,295	6,597	7,151	7,151	7,151	7,151
H. Mandatory Fringe Benefits	18,260	21,594	21,562	21,562	21,562	21,562
I. Direct Service Contracts	0-	0-	0-	0-	0-	0-
J. Operating Expenses	90,367	92,683	82,080	82,080	82,080	90,367
K. Facilities Maintenance	0-	0-	0-	0-	0-	0-
L. Equipment & Cap. Outlay	0-	42,000	0-	0-	0-	73,365
M.						
N.						
O. TOTAL REQUESTED FOR THIS FUNCTION	\$ 176,151	\$ 230,440	\$178,931	\$178,931	\$178,931	\$260,583
III. EMPLOYMENT DETAIL						
A. Permanent Employment	3	3	3	3	3	3
B. IPMO Funded Employment	0-	0-	0-	0-	0-	0-
C. Grant Funded Employment	0-	0-	0-	0-	0-	0-
D. Other Temporary Employment	0-	0-	0-	0-	0-	0-
E. Full-Time Employees in	3	3	3	3	3	3
F. Funded Positions in	0-	0-	0-	0-	0-	0-
G. Part-Time Employees in						
H. Funded Positions						
I. TOTAL	3	3	3	3	3	3

FUND 4580

BUDGET EXPLANATIONS

32 FUND 001 17 FUND 001 00
GROUP DEPT DIV SEC

PUBLIC UTILITIES COMMISSION-SAN FRANCISCO WATER DEPARTMENT 1979-80

COMPARATIVE: BUDGET, AND COMPARISON

SOURCE OF SUPPLY

The Water Department, if funded at any level other than the final add-on budget, would proportionately reduce all maintenance and operating costs within each program to levels provided in the 1977-1978 Budget.

This across the board reduction would apply to Personal Services, Mandatory Fringe Benefits and Operating Expenses.

Any increase in unit costs due to inflation or wage increases will proportionately reduce the level of service that can be provided under each program.

OPERATIONS - EXTENDED WORK WEEK - BASE, FIRST AND SECOND ADD-ONS - \$61,385

By reducing the work week from six days to five during the months of November, December, January and February for Watershed Keepers, the Department's surveillance capability during those months is reduced by one-sixth. Although public activity in the watershed is reduced during inclement weather, our monthly reports for the winter 1977-78 show the following number of trespassers evicted: November - 78, December - 95, January - 48, February - 61. These evictions, in addition to the reduced trespassability, could have resulted in 227 undetected trespassers. During the same four months, vandalism resulted in considerable property damage, including destruction of fences and fence gates. An additional 227 undetected trespassers would result in a corresponding increase in the amount of vandalism. Since some of the destroyed fencing protected hazardous locations, the potential liability of the City, in case of a child drowning or falling off a trestle, is considerable.

THIRD ADD-ON - \$65,385

The effect of two months without extended work week would be approximately half of that of four months without same.

FINAL - \$75,389

This request provides full coverage.

RECONSTRUCT AND RESTORE FENCES - BASE, FIRST AND SECOND ADD-ONS - \$-9-

The base budget would delete the replacement of about 8,500 feet of watershed fencing. This Department maintains approximately 200 miles of fencing throughout its 63,000 acres of watershed property and its other facilities in the City and suburbs. Fencing is essential for the protection and control of Departmental facilities. Fencing unfortunately does not last forever, and must be replaced when it is deteriorated beyond repair. If the fence is not replaced, the property is more vulnerable and will be faced with a costly catchup effort in the future. Poorly maintained security fencing will increase operational and surveillance costs. Vandalism and deliberate sabotage could endanger the safety of our facilities and the purity of our water supply.

THIRD ADD-ON - \$20,000

Provides for 40% of the above fencing restorations.

FINAL - \$50,000

Provides for all required restorations.

GRADE AND RESURFACE ROADS - BASE, FIRST AND SECOND ADD-ONS - \$-6-

Deletion of this \$25,000 budgeted item would eliminate funding for resurfacing of approximately 1.2 miles of 10 foot wide road. In the Suburban Division almost 185 miles of a all weather roads must be maintained. Although the majority of these service roads on our watershed are gravel, a substantial portion are paved with asphalt. To keep these roads serviceable, periodic grading of gravel roads and repaving of surfaced roads are necessary. Maintenance of facilities, fire protection, and control of trespassers and vandals requires good roads. Conversely, poorly maintained roads add to operational cost and would increase vehicle maintenance cost.

1259
9
POWER 4880

CITY & COUNTY OF SAN FRANCISCO
BUDGET EXPLANATIONS
FISCAL YEAR
PUBLIC UTILITIES COMMISSION-SAN FRANCISCO WATER DEPARTMENT 1979-80
Department, Subd. or Commission

32 001 47 00 00
FUND FUND DEPT DIV SEC
GROUP

1259

THIRD AND FINAL ADD-ON - \$25,000

Provides for all required restorations.

CONSTRUCT REIGCS - BASE, FIRST, SECOND AND THIRD

ADD-ONS - \$-0-

Deduction of this item would curtail the Water Department's ability to provide new fencing to protect its properties against vandalism and trespassers. The last few years this Department has experienced an increase in trespassing and vandalism on its properties.

The deleted amount could provide 5,000 feet of chain link fence or 10,000 feet of barbed wire property fence.

FINAL - \$40,000

Provides funding for the above program.

PAVING GRAVEL ROADS - ALAMEDA COUNTY - BASE,
FIRST, SECOND AND THIRD ADD-ONS - \$-0-

Deduction of this item would defer the construction of a 2-inch asphaltic concrete surface for the steep portion of San Antonio Ranch Road and at other locations.

Existing roads are oil and gravel, badly deteriorated and difficult to maintain. Deferral of this project would mean greater expenditure to maintain these roads in usable condition.

FINAL - \$130,000

Provides funds for the paving of these roads.

CONSTRUCT LOADING DOCKS FOR FOUR PENINSULA RESERVOIRS - BASE, FIRST AND SECOND ADD-ONS - \$-0-

Periodically the reservoirs must be treated with

CONSTRUCT LOADING DOCKS FOR FOUR PENINSULA RESERVOIRS - BASE, FIRST AND SECOND ADD-ONS - \$-0-

chemicals such as copper sulfate to control algae growth. There presently is no loading facilities for these types of materials weighing as much as 100 lbs. to the cubic inch. The present method of loading the boats is hazardous and a recent accident enforces the need for this safety item.

Deduction of this item would necessitate the continuance of the present hazardous method of loading chemicals onto the lake launchers.

THIRD AND FINAL ADD-ON - \$80,000

Provides funds for the construction of the loading docks.

BUDGET EXPLANATIONS

FISCAL YEAR

PUBLIC UTILITIES COMMISSION-SAN FRANCISCO WATER DEPARTMENT 1979-80

DEPARTMENT, BUDGET, AND COMMISSION

32
FUND
GROUP001 17 00 00
FUND DEPT DIV SEC

PUMPING

The Water Department, if funded at any level other than the final add-on budget, would proportionately reduce all maintenance and operating costs within each program to levels provided in the 1977-78 Budget.

This across the board reduction would apply to Personal Services, Mandatory Fringe Benefits and Operating Expenses.

Any increase in unit costs due to inflation or wage increases will proportionately reduce the level of service which can be provided under each program.

REEROOFING VARIOUS BUILDING - SAN FRANCISCO FACILITIES

BASE, FIRST AND SECOND ADD-ONS - \$g

Reduction or delay of funding to reroof various pumping stations and a chlorine house will result in exposing valuable facilities to possible water damage. These roofs have deteriorated beyond the repair capability of Department personnel. Potential damage to expensive pumping and chlorine handling equipment would far exceed the estimated cost to repair the roofs. Damage to this equipment could result in improper chlorination to the water supply and possible water outage for both domestic and fire fighting purposes.

THIRD ADD-ON, FINAL - \$20,000

Provides funds to reroof these buildings.

MAINTENANCE, REPAIR AND IMPROVEMENTS TO BUILDINGS

BASE, FIRST AND SECOND ADD-ONS - \$g

One of the major parts of this year's program is the installation of a surveillance system at Irvington Portal. This project would provide additional security for our facilities at this

MAINTENANCE, REPAIR AND IMPROVEMENTS TO BUILDINGS
(Continued)

sensitive location. Vandalism or an act of sabotage here could cripple our ability to import water from Hetch Hetchy.

THIRD ADD-ON AND FINAL - \$10,000

Provides funds for the installation of the surveillance system.

1261

Point 4480
D

CITY & COUNTY OF SAN FRANCISCO
BUDGET EXPLANATIONS

FISCAL YEAR

1979-80
Department, Board, or Commission

PUBLIC UTILITIES COMMISSION-SAN FRANCISCO WATER DEPARTMENT

32
FUND FUND DEPT DIV SEC
GROUP

WATER TREATMENT - SUNOL

The Water Department, if funded at any level other than the final add-on budget, would proportionately reduce all maintenance and operating costs within each program to levels provided in the 1977-1978 budget.

This across the board reduction would apply to Personal Services, Mandatory Fringe Benefits and Operating Expenses.

Any increase in unit costs due to inflation or wage increases will proportionately reduce the level of service that can be provided under each program.

1261

1962

FISCAL YEAR

CITY & COUNTY OF SAN FRANCISCO

BUDGET EXPLANATIONS

FISCAL YEAR

PUBLIC UTILITIES COMMISSION-SAN FRANCISCO WATER DEPARTMENT 1970-80

DEPARTMENT, DIVISION, OR COMMISSION

32
FUND
GROUP001
FUND17
DEPT00
DIV00
SEC

1262

WATER TREATMENT - SAN ANDREAS

The Water Department, if funded at any level other than the final add-on budget, would proportionately reduce all maintenance and operating costs within each program to levels provided in the 1977-1978 budget.

This across the board reduction would apply to Personal Services, Mandatory Fringe Benefits and Operating Expenses.

Any increase in unit costs due to inflation or wage increases will proportionately reduce the level of service that can be provided under each program.

REPAIR AND PAINT WASH WATER TANK - SAN ANDREAS
FILTER PLANT - BASE, FIRST, SECOND AND THIRD
ADD-ONS - \$ 9

Deletion of this item would postpone needed repair and painting of the wash water tank for the San Andreas Treatment Plant. This tank was put into service in 1972. The severe hilltop location has caused early paint failure. The ornamental metal around the exterior of the tank needs to be rewelded and repainted. All painting and welding will stop further rusting. Postponement of this project could lead to more expensive repair work because of further corrosion. The operation of this tank is essential to the filter plant and its location makes it clearly visible from Highway 280.

FINAL - \$20,000

Provides funds for the restoration of the wash water tank.

1263

CITY & COUNTY OF SAN FRANCISCO

FORM D 4480

BUDGET EXPLANATIONS

FISCAL YEAR

PUBLIC UTILITIES COMMISSION-SAN FRANCISCO WATER DEPARTMENT 1979-80

Department, Board, or Commission

FUND	FUND	DEPT	DIV	SEC
32	001	47	00	00
GROUP				

WATER DEPARTMENT - OTHER

The Water Department, if funded at any level other than the final add-on budget, would proportionately reduce all maintenance and operating costs within each program to levels provided in the 1977-78 budget.

This across the board reduction would apply to Personal Services, Mandatory Fringe Benefits and Operating Expenses.

Any increase in unit costs due to inflation or wage increases will proportionately reduce the level of service which can be provided under each program.

ADDITION TO CARETAKER'S COTTAGE - ROCK RIVER LIME PLANTBASE, FIRST, SECOND AND THIRD ADD-ONS - \$0

Deletion of this item would mean that the caretaker and his family must continue to live in the present cottage which is badly in need of repairs. The cottage at this remote location is over 20 years old, is in need of a new roof, and is too small for the caretaker and his family.

FINAL - \$30,000

Provides funds for the addition to this cottage.

1263

CITY & COUNTY OF SAN FRANCISCO
BUDGET EXPLANATIONS
FISCAL YEAR 1979-80
PUBLIC UTILITIES COMMISSION-SAN FRANCISCO WATER DEPARTMENT

32 FUND GROUP
001 FUND
147 DEPT
00 DIV
00 SEC

DESCRIPTION: BUDGET, not Construction

TRANSMISSION AND DISTRIBUTION - SF - STORAGE

The Water Department, if funded at any level other than the final add-on budget, would proportionately reduce all maintenance and operating costs within each program to levels provided in the 1977-1978 budget.

This across the board reduction would apply to Personal Services, Mandatory Fringe Benefits and Operating Expenses.

Any increase in unit costs due to inflation on wage increases will proportionately reduce the level of service that can be provided under each program.

REHABILITATE HYDROPNEUMATIC TANKS - CDD

Base, First, Second and Third Add-Ons - \$-0-

Because of the hilly terrain within the city limits, there are a number of hydropneumatic stations built to supply customers in areas where normal gravity systems can not be built. Some of these tanks have been in service for as long as 25 years and require cleaning and lining in order to continue to provide high quality water to the customers. These tanks are under pressure and failure to systematically rehabilitate the interior of the tank results in leakage and loss of pressure. The elimination of the funds for this program will result in costly repairs, sometimes on an overtime basis should leaks occur in existing tanks. Systemic maintenance of customers in the area when the tanks are out of service. Fire protection is non-existent during a period of outage.

Final - \$32,000

Provides funds for the above restorations.

BUDGET EXPLANATIONS

FISCAL YEAR

PUBLIC UTILITIES COMMISSION SAN FRANCISCO WATER DEPARTMENT 1979-80

Department, Board, or Commission

32	001	47	00	00
FUND	FUND	DEPT	DIV	SEC
GROUP				

TRANSMISSION AND DISTRIBUTION - SAN FRANCISCO - METERS

The Water Department, if funded at any level other than the final add-on budget, would proportionately reduce all maintenance and operating costs within each program to levels provided in the 1977-1978 Budget.

This across the board reduction would apply to Personal Services, Mandatory Fringe Benefits and Operating Expenses.

Any increase in unit costs due to inflation or wage increases will proportionately reduce the level of service that can be provided under each program.

NEW SERVICES AND METERS

BASE, FIRST, SECOND AND THIRD ADD-ONS - \$260,000

This is a continuing program to provide new water services for new customers, to provide additional capacity for existing customers who are required to replace obsolete or unrepairable meters which do not register correctly. At these funding levels no funds would be provided for the replacement of meters. Funding would be available for the installation of new services.

The reduction of \$50,000 would result in the Department being unable to collect additional revenue and would impair the consumer's ability to obtain the quantity of water he desires. Water meters are manufactured so that as they age they underregister and result in a loss of revenue to the Department. Many obsolete and unrepairable meters in use in service from 30 to 50 years and many repair parts are no longer available. Therefore, the reduction of funds in this program would result in a decrease in revenue collected by the Water Department and inconvenience to the customers.

FINAL - \$310,000

Provides funds for the replacement of obsolete or unrepairable meters.

CITY & COUNTY OF SAN FRANCISCO

BUDGET EXPLANATIONS

FISCAL YEAR
1977-80

WATER UTILITIES COMMISSION-SAN FRANCISCO WATER DEPARTMENT

Department, Board, or Commission

FORM 1850

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FUND FUND DEPT DIV SEC
GROUP

TRANSMISSION AND DISTRIBUTION - SF - SERVICES

The Water Department, if funded at any level other than the final add-on budget, would proportionately reduce all maintenance and operating costs within each program to levels provided in the 1977-1978 Budget.

This across the board reduction would apply to Personal Services, Mandatory Fringe Benefits and Operating Expenses.

Any increase in unit costs due to inflation or wage increases will proportionately reduce the level of service that can be provided under each program.

RENEW WATER SERVICES

BASE - \$250,000

Under this continuing project, the Water Department is renewing all old and substandard water services within the city limits. At the present time, there are approximately 40,000 lead and galvanized services that are substandard and require renewal. Services are renewed based upon the frequency of repairs and upon immediate replacement of broken services. It is anticipated that 2,400 water services should be replaced this year but an appropriation of \$250,000 under the base budget will permit the replacement of only 400. In addition, it will be necessary to eliminate 19 employments from this continuing program. The curtailment of this program will result in the Department's inability to renew services for many consumers and they would be forced to contend with inadequate pressure and supply until the renewal could be scheduled some time in the future.

FIRST ADD-ON - \$750,000

It was anticipated that 2,400 water services should be replaced this year but an appropriation of \$750,000 will permit the replacement of only 1,300. In addition, it will be necessary to eliminate 11 employments from this continuing program. The curtailment of this program will result in the

RENEW WATER SERVICES - CONTINUED

First Add-On - \$750,000 (Cont'd)

Department's inability to renew services for many consumers and they would be forced to contend with inadequate pressure and supply until the renewal could be scheduled for some time in the future.

Second Add-On - \$1,050,000

An appropriation of \$1,050,000 will permit the replacement of only 1,650 services. In addition, it will be necessary to eliminate 6 employments from this continuing program. The curtailment of this program will result in the Department's inability to renew services for many consumers and they would be forced to contend with inadequate pressure and supply until the renewal could be scheduled for some time in the future.

An appropriation of \$1,280,000 will permit the replacement of 2,050 services. In addition, it will be necessary to eliminate 2 employments from this continuing program. The curtailment of this program will result in the Department's inability to renew services for many consumers and they would be forced to contend with inadequate pressure until the renewal could be scheduled for some time in the future.

Final - \$1,380,000

Funding at this level will permit the replacement of the 2,400 services originally scheduled.

RELOCATE AND REALIGN WATER SERVICES

Base, First, Second and Third Add-Ons - \$75,000

The Department of Public Works requires that water services be readjusted or realigned at the Water Department's expense when they are in physical conflict with sewers or high pressure water lines. This policy includes relocating services required by the large sanitary projects currently under construction. A reduction of 25% of the funds estimated for these projects would result in the Water Department being unable to adjust its services as required. This could seriously jeopardize Public Works

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FUND ALSO
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CITY & COUNTY OF SAN FRANCISCO

BUDGET EXPLANATIONS

FISCAL YEAR

PUBLIC UTILITIES COMMISSION-SAN FRANCISCO WATER DEPARTMENT 1979-80

DEPARTMENT BOARD, ON COMMISSION

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RELOCATE AND REALIGN WATER SERVICES - CONTINUED

Base, First, Second and Third Add-One - \$75,000

Contracts resulting in a substantial additional cost for Public Works construction. Budget restrictions and lack of man-power will not permit Water Department crews to perform this relocation work. If Public Works contracts are to be properly performed, all required Water Department funds should be authorized.

Final - \$100,000

Funding at this level would provide for the anticipated relocations of services.

1267

BUDGET EXPLANATIONS

FISCAL YEAR

PUBLIC UTILITIES COMMISSION-SAN FRANCISCO WATER DEPARTMENT 1979-80

DEPARTMENT: DOWNSIDE, OR CONSTRUCTION

32 001 37 00 00
FUND FUND DEPT DIV SEC

TRANSMISSION AND DISTRIBUTION OF SAN FRANCISCO MAINS

The Water Department, if funded at any level other than the final add-on budgeted would automatically reduce all expenditures to the level of the previous program to levels provided in the 1977-1978 Budget.

This across the board reduction would apply to Personal Services, Mandatory Fringe Benefits and Operating Expenses.

Any increase in unit costs due to inflation or wage increases will proportionately reduce the level of service that can be provided under each program.

RELOCATE AND REALIGN WATER MAINS

BASE, FIRST, SECOND, AND THIRD ADD-ONS - \$75,000

The Department of Public Works requires contractors bidding on Public Works contracts to bid their job as if no obstruction exists in the street. This requires that the Water Department relocate all water mains that have insufficient depth or cover or are in physical conflict with the sewer, high pressure water mains or other Public Works projects. This includes relocating mains required by the large sanitary projects currently under construction. A reduction of 25 percent of the funds estimated for these projects would result in the Water Department being unable to adjust its mains as required. This could seriously jeopardize public works contracts that require substantial additional cost on their part. The Water Department has no control over man-power will not permit Water Department crews to perform this relocation work. Thus, if Public Works contracts are to be properly performed, all requested Water Department funds should be authorized.

FINAL - \$100,000

Provides funds for anticipated main relocations.

REPLACE WATER MAINS

BASE - \$ 0

Replacement of deteriorating distribution mains particularly in the older areas of the city where

REPLACE WATER MAINS - CONTINUED

BASE - \$ 0

The majority of mains are over 100 years old is necessary to properly provide the consumers with adequate domestic and fire fighting water supply. There are approximately 1,200 miles of water mains within the city limits and the average life is expected not to exceed 100 years. This requires that approximately 12 miles or 63,000 feet of main be replaced each year. This replacement rate has not been accomplished and the elimination of our main replacement program will ultimately result in the Water Department's inability to supply water and create unacceptable maintenance costs.

FIRST ADD-ON - \$200,000

The funds requested will enable the Water Department to replace approximately 2,000 feet of main within the city limits. It is essential that the replacement program continue at an accelerated rate because failure to do so will ultimately result in an inability to supply water and create unacceptable maintenance costs.

SECOND AND THIRD ADD-ONS - \$450,000

The funds requested will enable the Water Department to replace approximately 4,500 feet of main within the City limits. It is essential that this replacement program continue at an accelerated rate because failure to do so will ultimately result in an inability to supply water and create unacceptable maintenance costs.

FINAL - \$1,900,000

Provides for the accelerated main replacement program.

WATER MAINS, CEMENT MORTAR LINING

BASE, FIRST, SECOND, AND THIRD ADD-ON - \$ 0

Because of increased construction costs, it is far more economical to clean and cement mortar line existing pipe lines in place than to build new pipelines. This cement lining program extends the useful life of pipes, increases their carrying capacity and stops water leaks. These newly cement lined pipes have a carrying capacity equal to new pipes and the lining costs are far less than

CITY & COUNTY OF SAN FRANCISCO
BUDGET EXPLANATIONS
FISCAL YEAR
PUBLIC UTILITIES COMMISSION-SAN FRANCISCO WATER DEPARTMENT 1979-80
Department, Board, or Commission

32	001	47	00	00
FUND	FUND	DEPT	DIV	SEC
GROUP				

WATER MAINS, CEMENT MORTAR LINING - CONTINUED

BASE, FIRST, SECOND, AND THIRD ADD-ONS - \$ 0

replacement costs. The elimination of funds for this program would result in the department being unable to keep the many leaks that occur in the water mains. The leaks would be repaired during periods of drought can result in serious problems of water supply.

FINAL - \$350,000

Provides funds for the above work.

RECONSTRUCT DRAIN AND AIR VALVES

BASE, FIRST, AND SECOND ADD-ONS - \$ 0

Throughout the distribution system within the City of San Francisco, many drains and air valves are used for normal and emergency operations. When a main break occurs or when a pipe is drained or flushed, to improve water quality, these drain and air valves must be operational.

This repair program is a continuing project and failure to provide funds would seriously jeopardize the Water Department's ability to properly operate and may reduce water quality.

THIRD ADD-ON, FINAL - \$20,000

Provides funds for the reconstruction of drain and air valves.

WATER MAIN EXTENSIONS

BASE, FIRST, SECOND, AND THIRD ADD-ONS - \$150,000

Curtailment of funds for this continuing program will result in the department being unable to perform work in areas of highest priority. With construction costs approaching \$100 per foot for pipe laying work, the authorization of only \$150,000

in the department being able to lay only about two city blocks of pipe. The continued curtailment of these funds can only result in the Water Department being unable to supply water in quantities and sufficient pressure to meet consumer demands.

FINAL - \$350,000

Provides normal funding for main extensions.

INSTALL GATE VALVES

BASE, FIRST AND SECOND ADD-ONS - \$ 0

The Water Department, for many years, has had a gate valve installation program in order to shorten the length of mains which would be affected by emergency or routine shutdowns. To compartmentalize the distribution system reduces the number of consumers and fire hydrants which would be affected by emergency and routine shutdowns. To reduce or delay the appropriation of necessary funds to continue this gate valve program would seriously curtail our downtown installation program. In congested areas, to require a many-block shutdown of water to large businesses when a single block shutdown would suffice, is an unnecessary expense and inconvenience to the community.

THIRD ADD-ON - \$25,000

Provides approximately 40 percent of normal funding for the installation of gate valves.

FINAL - \$65,000

Provides normal funding for this continuing project.

CONSTRUCT FEEDER MAINS

BASE - \$ 0

Feeder main extensions are required in order to bolster the deteriorating distribution system particularly in the downtown area where the mains are oldest and the demands the greatest. It is estimated that for each foot of feeder main added to the downtown system, the life of approximately 4 feet of distribution mains is extended beyond the estimated life of the smaller mains. The elimination of funds for this continuing program requires the acceleration of the more costly main replacement program.

FIRST ADD-ON - \$200,000

The authorized funds will install less than 2,000 feet of feeder mains, which is insufficient to keep up with the established replacement program or meet the real-

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FORM 1850

CITY & COUNTY OF SAN FRANCISCO

BUDGET EXPLANATIONS

FISCAL YEAR

PUBLIC UTILITIES COMMISSION-SAN FRANCISCO WATER DEPARTMENT 1979-80

ENCLOSURE: BUDGET AND CONSTRUCTION

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FIRST ADD-ON - \$200,000 - CONTINUED

tic needs of the Department.

SECOND AND THIRD ADD-ONS - \$350,000

The authorized funds will install less than 3,500 feet of feeder mains, which is insufficient to keep up with the established replacement program or meet the realistic needs of the Department.

FINAL - \$880,000

Provides complete funding for the installation of feeder mains.

INSTALL DRAIN AND AIR VALVESBASE, FIRST, AND SECOND ADD-ONS - \$ 9

As part of the Water Department's efforts to maintain high quality water, the mains in the streets are flushed on a rotating basis throughout the City. There are locations where it is necessary to install additional drain and air valves to properly flush these mains. If the funds are not available for this program, it would seriously hamper the Water Department's ability to efficiently and properly flush the water mains and might result in a down-graded water quality.

THIRD ADD-ON AND FINAL - \$31,000

Provides normal funding for the continuation of this program.

OPERATIONS - LEAK DETECTION SURVEYBASE, FIRST AND SECOND ADD-ONS - \$20,000

Under this program, an expert in leak detection is employed to conduct a survey throughout San Francisco for the purpose of finding water mains and services that are leaking so that crews can make necessary repairs. The consultant is also well-able to perform hydraulic studies and to perform

OPERATIONS - LEAK DETECTION SURVEY - CONTINUEDBASE, FIRST AND SECOND ADD-ONS - \$20,000

computer analysis of the distribution system. The information and data obtained from the consultant makes possible the efficient programming and economical design on a great variety of facilities. To reduce the appropriation funds for this work will result in a smaller area of San Francisco being surveyed for water waste. In addition, the reduced budget will curtail the hydraulic information available and may result in construction contracts of less efficient design.

THIRD ADD-ON - \$35,000

Funding at this level will provide for approximately 90 percent of the scheduled survey.

FINAL - \$40,000

Funding at this level will enable this survey to continue as scheduled.

CITY & COUNTY OF SAN FRANCISCO
BUDGET EXPLANATIONS
FISCAL YEAR
PUBLIC UTILITIES COMMISSION-SAN FRANCISCO WATER DEPARTMENT 1979-80
DEPARTMENT: 22400, 26 COMMISSION

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	FUND	FUND	DEPT	DIV	SEC
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TRANSMISSION AND DISTRIBUTION - SF - UNALLOCATED

The Water Department, if funded at any level other than the final add-on budget, would proportionately reduce all maintenance and operating costs within each program to levels provided in the 1977-78 Budget.

This across the board reduction would apply to Personal Services, Mandatory Fringe Benefits and Operating Expenses.

Any increase in unit costs due to inflation or wage increases will proportionately reduce the level of service that can be provided under each program.

EQUIPMENT - BASE - \$100,000

The base budget amount of \$100,000 would enable the Department to replace only about 20% of the equipment that is replaced annually. Equipment items deleted as a result of the curtailed budget will seriously hamper the efficient performance of the Water Department work crews. Equipment items deleted as a result of this curtailment include essential construction and maintenance equipment which is mandatory if a work crew is to perform their functions effectively. If these funds are authorized, the Water Department after purchasing equipment will still have 32 vehicles in daily use that are sorely in need of replacement due to excessive mileage and an extremely poor repair and down time record. The curtailment of these funds would result in added costs and less efficient use of manpower.

FIRST ADD-ON - \$145,982

The budget amount of \$145,982 would enable the department to replace only about 30% of the equipment which the department feels is necessary to operate efficiently. Equipment items deleted as a result of the curtailed budget will seriously hamper the efficient performance of the Water Department work crews. Equipment items deleted as a result

TRANSMISSION AND DISTRIBUTION - SF - UNALLOCATED - CONTINUED

of this curtailment include essential construction and maintenance equipment which is mandatory if a work crew is to perform their functions effectively. If these funds are authorized, the Water Department after purchasing equipment will still have 48 vehicles that are sorely in need of replacement due to excessive mileage and an extremely poor repair and down time record. The curtailment of these funds would result in added costs and less efficient use of manpower.

SECOND ADD-ON - \$178,768

THIRD ADD-ON - \$179,862

These requests would enable the Department to replace about 45% of the equipment necessary to operate efficiently and cause the same effect on the Department's operation as enumerated in the preceding explanations.

FINAL - \$395,995

Provides funding for normal equipment requirements.

BUDGET EXPLANATIONS

WATER UTILITIES COMMISSION-SAN FRANCISCO WATER DEPARTMENT 1979-80
FISCAL YEAR

DEPARTMENT, DIVISION, OR COMMISSION

12 FUND 001 1.7 DEPT 00 SEC

TRANSMISSION AND DISTRIBUTION - SUBURBAN

The Water Department, if funded at any level other than the final add-on budget, would proportionately reduce all maintenance and operating costs within each program to levels provided in the 1977-78 Budget.

This across the board reduction would apply to Personal Services, Mandatory Fringe Benefits and Operating Expenses.

Any increase in unit costs due to inflation or wage increases will proportionately reduce the level of service which can be provided under each program.

CATHODIC PROTECTION FOR PIPELINES AND EQUIPMENT

BASE, FIRST AND SECOND ADD-ONS - \$0

Detection of this item would stop our continuing program to protect our buried pipelines from corrosion due to electrolysis.

Electrolysis, if occurring and not corrected, will damage these lines and require extensive repairs or replacement. Detection at an early date will permit corrective action to be taken at a lesser cost than to perform expensive repairs or replacement.

Serious corrosion problems now exist at the San Andreas Filtration Plant and along three major transmission mains.

THIRD ADD-ON AND FINAL - \$50,000

Provides full funding for the continuation of this program.

MOTORIZE AND AUTOMATE LARGE VALVES

BASE, FIRST, SECOND AND THIRD ADD-ONS - \$0

Detection of this item would end for the budget year this program to convert the remaining large hand-operated valves in our system to motorization to open or close the large hand-operated valves requires a two man crew. Motorized valves require only one man to operate. In the event of major

MOTORIZE AND AUTOMATE LARGE VALVES - CONTINUED

pipeline breaks, the time consuming hand operation of valves could lead to greater loss and damages.

CITY & COUNTY OF SAN FRANCISCO

BUDGET EXPLANATIONS

FISCAL YEAR

PUBLIC UTILITIES COMMISSION-SAN FRANCISCO WATER DEPARTMENT 1979-80

Department, Bureau, or Commission

32	001	47	00	00
FUND	FUND	DEPT	DIV	SEC
GROUP				

COMMERCIAL - BILLING

The Water Department, if funded at any level other than the final add-on budget, would proportionately reduce all maintenance and operating costs within each program to levels provided in the 1977-1978 Budget.

This across the board reduction would apply to Personal Services, Mandatory Fringe Benefits and Operating Expenses.

Any increase in unit costs due to inflation or wage increases will proportionately reduce the level of service that can be provided under each program.

OPERATIONS - LOCAL FIELD EXPENSE - BASE, FIRST AND SECOND ADD-ONS - \$2,300

Currently Meter Readers are reimbursed the cost of their travel for travel to and from Department Offices at 435 Mason Street. In case of overtime, the cost of funding of this expense money would mean that the Division could not require the Meter Readers to return field books at the completion of the day. This would lessen the Department's supervision of this class of employee.

Similarly, Water Service Inspectors have miscellaneous expenses for parking meters and telephone calls to customers. Reduction of these funds might possibly encourage these inspectors to violate existing parking ordinances in many areas of the City and would lessen communications between inspectors and customers.

THIRD ADD-ON AND FINAL - \$4,600

Provides full funding for local field expense.

CITY & COUNTY OF SAN FRANCISCO
BUDGET EXPLANATIONS

1274

FISCAL YEAR

PUBLIC UTILITIES COMMISSION-SAN FRANCISCO WATER DEPARTMENT 1979-80

Continuation: Bonds, etc. Construction

32
FUND
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COMMERCIAL - COLLECTIONS

The Water Department, if funded at any level other than the final add-on budget, would proportionately reduce all maintenance and operating costs within each program to levels provided in the 1977-1978 Budget.

This across the board reduction would apply to Personal Services, Mandatory Fringe Benefits and Operating Expenses.

Any increase in unit costs due to inflation or wage increases will proportionately reduce the level of service that can be provided under each program.

OPERATIONS - FIDELITY INSURANCE AND COMMISSIONS

Base, First and Second Add-Ons - \$ -0-

Approximately 12,500 customers per month currently pay their water bill at collection stations (i.e., local banks, drug stores, etc.). Prime users of this service are those who do not have checking accounts and/or credit cards. They have to come to the collection stations to pay their fidelity bond related to the 50 plus collection stations would require the discontinuance of this customer service.

Third Add-On and Final - \$17,195

Provides funds for the continuation of this service.

1275

FORM 4380
D

CITY & COUNTY OF SAN FRANCISCO

BUDGET EXPLANATIONS

FISCAL YEAR

1979-80

PUBLIC UTILITIES COMMISSION-SAN FRANCISCO WATER DEPARTMENT
Department, Board, or Commission

32	001	47	00	00
FUND	FUND	DEPT	DIV	SEC
GROUP				

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COMMERCIAL - OTHER

The Water Department, if funded at any level other than the final add-on budget, would proportionately reduce all maintenance operating expenses within each program to levels provided in the 1977-1978 Budget.

This across the board reduction would apply to Personal Services, Mandatory Fringe Benefits and Operating Expenses.

Any increase in unit costs due to inflation or wage increases will proportionately reduce the level of service that can be provided under each program.

ADMINISTRATIVE SERVICES - ADMINISTRATION

The Water Department, if funded at any level other than the final add-on budget, would proportionately reduce all maintenance operating costs within each program to levels provided in the 1977-1978 Budget.

This across the board reduction would apply to Personal Services, Mandatory Fringe Benefits and Operating Expenses.

Any increase in unit costs due to inflation or wage increases will proportionately reduce the level of service that can be provided under each program.

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FROM 2280

BUDGET EXPLANATIONS

FISCAL YEAR

1979-80

PUBLIC UTILITIES COMMISSION-SAN FRANCISCO WATER DEPARTMENT
Department, Board, or Commission

FUND GROUP	FUND	DEPT	DIV	SEC
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ADMINISTRATIVE SERVICES - ACCOUNTING

The Water Department, if funded at any level other than the final add-on budget, would proportionately reduce all maintenance and operating costs within each program to levels provided in the 1977-1978 Budget.

This across the board reduction would apply to Personal Services, Mandatory Fringe Benefits and Operating Expenses.

Any increase in unit costs due to inflation or wage increases will proportionately reduce the level of service that can be provided under each program.

BUDGET EXPLANATIONS

FISCAL YEAR

FUND 4180 - UTILITIES COMMISSION-SAN FRANCISCO WATER DEPARTMENT 1979-80

DEPARTMENT: BUREAU OF CONSTRUCTION

22	001	127	00	00
FUND	FUND	DEPT	DIV	SEC
GROUP				

UNALLOCATED - ENGINEERING

The Water Department, if funded at any level other than the final add-on budget, would proportionately reduce all maintenance operating costs within each program to levels provided in the 1977-1978 Budget.

This across the board reduction would apply to Personal Services, Mandatory Fringe Benefits and Operating Expenses.

Any increase in unit costs due to inflation or wage increases will proportionately reduce the level of service that can be provided under each program.

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FORM ALSO

CITY & COUNTY OF SAN FRANCISCO

BUDGET EXPLANATIONS

FISCAL YEAR

1979-80

PUBLIC UTILITIES COMMISSION-SAN FRANCISCO WATER DEPARTMENT

Department, Board, or Commission

32	001	h7	00	00
FUND	FUND	DEPT	DIV	SEC
GROUP				

UNALLOCATED - MISCELLANEOUS

The Water Department, if funded at any level other than the final add-on budget, would proportionately reduce all maintenance operating costs within each program to levels provided in the 1977-1978 Budget.

This across the board reduction would apply to Personal Services, Mandatory Fringe Benefits and Operating Expenses.

Any increase in unit costs due to inflation or wage increases will proportionately reduce the level of service that can be provided under each program.

MAINTENANCE, REPAIR AND IMPROVEMENTS TO BUILDINGS

Base, First, Second Third Add-Ons - \$ -0-

Deletion of this \$35,000 budget item would stop work on this continuing program. This year's program for maintaining and improving Water Department buildings was ear-marked for the suburban Division. These buildings are in the greatest need of repair and maintenance. In these areas, inflationary pressures have been building. The program of repair and maintenance needs in both the Suburban Division and the City. Continual inadequate funding could lead to inevitable operational problems and jeopardize the safety of employees.

Final - \$35,000

Provides funds required for the continuation of this program.

MODIFY 425 MASON STREET BUILDING TO MEET FIRE AND SAFETY CODES

Base, First, Second and Third Add-Ons - \$ -0-

The Department Headquarters Building, 425 Mason Street, San Francisco, is considered a "high-rise building", under amendments to the State Health and Safety Code in 1975 (SB941 Moscone). Under provisions of the amended code, fire alarm/smoke detector/sprinkler alarm system must be provided for the seven story building.

Also under current codes, the main entrance and vestibule must also be modified to meet CAL/OSHA Safety Regulations.

Deletion of this item would continue this building's non-compliance to safety codes.

Final - \$40,000

Provides funds for this remedial work.

CITY & COUNTY OF SAN FRANCISCO

BUDGET EXPLANATIONS

FISCAL YEAR

32	001	147	00	00
FUND	FUND	DEPT	DIV	SEC
GROUP				

1979-80

SAN FRANCISCO WATER DEPARTMENT

DEPARTMENT: Bureau of Construction

UNALLOCATED BOND INTEREST AND REDEMPTION

BASE, FIRST, SECOND AND THIRD ADD-ONS -
\$5,000,000

At these level funds would be available to meet only the current debt service requirement. 1972 Municipal Water System Bond which are presently scheduled to be sold in early 1979 would be deferred until early 1980.

The below listed projects would be deferred for one year if new bonds were not sold in April, 1979. There would be a subsequent increase in construction costs if the projects were delayed.

UNIVERSITY MOUND FEEDER MAINS - \$1,000,000

Deletion of funds for this project would eliminate three needed feeder mains to increase the water supply to the service area north of University Mound Reservoir.

1. 7,400 feet of 24-inch main to serve India Basin Industrial Park.
2. 6,500 feet of 16-inch feeder main to serve area between India Basin and Islais Creek.
3. 4,500 feet of 16-inch main to serve area north and adjacent to Channel Street.

SUNSET FEEDER MAIN - \$180,000

Deletion of funds for this project would eliminate construction of main intended to correct two deficient areas in the Sunset System. These are the southeast and northeast section of the Sunset zone.

Approximately 17,000 feet of 12-inch main and 7,800 feet of 16-inch main would be deleted.

COMPLETE CENTRAL CONTROL SYSTEM - \$700,000

Deletion of this fund would prevent the completion of the planned central control system for the City Distribution Division. The first phase of the system was completed in 1973.

COMPLETE CENTRAL CONTROL SYSTEM - \$700,000 - CONTINUED

Also the planned system for suburban operations could be deleted.

San Francisco's vast water system operations must be centralized to achieve efficiency. It is difficult to coordinate the operation of the system presently because some operating data is not immediately available.

CRYSTAL SPRINGS PIPELINE NO. 3 - \$3,350,000

Deletion of this fund will reduce the design work in the Engineering Division to where 10 to 15 engineers and draftsmen or 15 percent of the staff will be laid off. Delaying this project will increase the cost of construction by approximately \$300,000 per year. This project is required to insure continuous water supply to University Mound Reservoir. Only one pipeline is available to supply this major reservoir at the present time. The Crystal Springs Pipeline No. 1 has deteriorated to the point where it can no longer be used to transport water to University Mound Reservoir.

FINAL - \$5,938,043

Funding at this level would enable the Department to market the bonds required to complete these projects.

1281
FORM 4550

BUDGET EXPLANATIONS

FISCAL YEAR

PUBLIC UTILITIES COMMISSION-SAN FRANCISCO WATER DEPARTMENT 1979-80
DEPARTMENT, BOARD, OR COMMISSION32 001 47 00 00
FUND DEPT DIV SEC
GROUPLAND

The Water Department, if funded at any level other than the final add-on budget, would proportionately reduce all maintenance and operating costs within each program to levels provided in the 1977-1978 Budget.

This across the board reduction would apply to Personal Services, Mandatory Fringe Benefits and Operating Expenses.

Any increase in unit costs due to inflation or wage increases will proportionately reduce the level of service that can be provided under each program.

DEFINE RIGHT OF WAY AND PROPERTY LINES

Base, First and Second Add-On - \$ -0-

Deletion of this item would terminate for the budget year this program of monumenting Water Department rights of way and boundary lines in order to better protect against encroachment and delineation of leased parcels.

Third Add-On - \$20,000

Funding at this level would enable the Department to provide approximately 30% of monumenting requirements.

Final - \$65,000

Provides full funding for this continuing program.

CITY & COUNTY OF SAN FRANCISCO
BUDGET EXPLANATIONS

PUBLIC UTILITIES COMMISSION-SAN FRANCISCO WATER DEPARTMENT 1979-80

CHARACTERISTICS, REVENUE, AND CONTRIBUTIONS

1282

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51

901 - INTEREST EARNED - \$180,000

Estimated amounts of interest income to be credited to the San Francisco Water Department during the 1979-1980 fiscal year.

902 - SALE OF WATER - BASE - \$35,000,000 - FINAL
ADD-ON - \$41,300,000

Base

Estimated water sales at currently established rates.

Final Add-On

Estimated water sales if pending 18% rate increase is granted.

903 - WATER SERVICE INSTALLATION CHARGES - \$250,000

Estimated income from the installation of water services in accordance with Schedule W-41-Rate Schedules for Water Service.

904 - AGRICULTURAL PRODUCT SALES - \$25,000

Estimated income during the 1979-1980 fiscal year derived from the sale of walnuts.

905 - NON-OPERATING RENTS - \$750,000

Estimated rental income and reimbursement of property taxes by lessees of Water Department property.

906 - MISCELLANEOUS REVENUE - \$180,000

Estimated income from miscellaneous sources, i.e., damage claim collections, turn-on charges, hydrant installations, land sales, etc. Also included is overhead, administration and supervision charges for work performed by Water Department employees for non-city agencies.

CITY & COUNTY OF SAN FRANCISCO
BUDGET EXPLANATIONS

FISCAL YEAR

1979-80

PUBLIC UTILITIES COMMISSION-SAN FRANCISCO WATER DEPARTMENT
Department, Board, or Commission32 001 47 00 00
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GROUP101 - PERMANENT SALARIES - MISC. - BASE -
\$2,957,822 - FINAL ADD-ON - \$3,156,052Base

Adjustment of salaries in accordance with provision of the Annual Salary Standardization Ordinance. The Board of Supervisors deleted \$196,230 from this appropriation in the 1978-1979 budget for estimated salary savings. This deletion would remain under base budget conditions. Also included in this year's budget is the PUC General Office budget to the San Francisco Water Department budget in accordance with the Board of Supervisors Analyst's report. It also reflects the deletion of 1 - 1706 Telephone Operator from the Commercial Division, formerly assigned to the PUC Office. This position is presently vacant and the General Office feels it can operate effectively if this position is deleted.

Final Add-on

Salary savings would not be deleted from this appropriation.

102 - PERMANENT SALARIES - MISC. - OTHERS -
BASE - \$254,054 - FINAL ADD-ON - \$269,873Base

Adjustment of gardener's salaries in accordance with provisions of the Annual Salary Standardization Ordinance. The Board of Supervisors deleted \$14,786 from this appropriation in the 1978-1979 budget for estimated salary savings. This deletion would remain under base budget conditions. No new positions are requested.

Final Add-on

Salary savings would not be deleted from this appropriation.

103 - PERMANENT SALARIES - CRAFTS - BASE - \$5,513,977
FINAL ADD-ON - \$5,833,239Base

Adjustment of salaries and wages in accordance with provisions of the Annual Salary Standardization Ordinance. The Board of Supervisors deleted \$319,282 from this appropriation in the 1978-1979 budget for estimated salary savings. This deletion would remain under base budget conditions. Also included in this year's budget is the PUC General Office budget to the San Francisco Water Department budget in accordance with the Board of Supervisors Analyst's report. It also reflects the deletion of 1 - 1706 Telephone Operator from the Commercial Division, formerly assigned to the PUC Office. This position is presently vacant and the General Office feels it can operate effectively if this position is deleted.

Final Add-on

Salary savings would not be deleted from this appropriation.

104 - OVERTIME - PERMANENT - \$30,000

The Water Department is a 24-hour a day, 365 days a year operation. These funds are necessary for payment to salaried personnel who are called out at night, weekends, and on days off to perform emergency work, to investigate reports of trouble, and to protect City property. Examples of the type of work which requires overtime include, but are not restricted to the following:

Additional laboratory tests to comply with new Federal Safe Water Drinking Act.

Essential supervisory control of craftsmen while performing emergency and planned overtime water main and service work.

Essential liaison with other public and private utilities: Muni Railway, Police, Fire Department, and

BUDGET EXPLANATIONS

FISCAL YEAR

PUBLIC UTILITIES COMMISSION-SAN FRANCISCO WATER DEPARTMENT 1979-80

CHARACTER, BASIS, OR CONTRIBUTION

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GROUP

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other entities and individuals to coordinate Water Department activities under emergency overtime conditions such as water main breaks, street cave-ins, multi-alarm fires, vandalism, etc.

Investigations of reports of trouble to protect City property.

Work in connection with harvesting the walnut crop.

Emergency overtime in connection with operations of water treatment facilities.

Preparation of payrolls in order to meet deadlines on certain days.

Sterilizing those water mains which must be completed during overtime hours.

105 - OVERTIME - CRAFTS - \$325,000

Overtime must be paid to all craft classifications where the performance of work is essential to the continuous operations of the San Francisco Water Department.

Overtime work is necessary for emergencies connected with the protection of life, health, or property, or where operations during the normal work hours would be significantly detrimental to traffic conditions, continuity of supply to consumers, operations of other City Departments, or would delay unduly construction work whether public or private.

This appropriation has been under-budgeted during the past three fiscal years. A concerted effort has been made by the Department to expend overtime funds only for the above-listed conditions. We did, fiscal year, expend \$300,000 during the 1977-1978 fiscal year, and an additional \$25,000 in the present fiscal year are expected to exceed \$300,000. This request is the minimum amount required for overtime work at present salary levels. A supplemental budget request will be required if any salary increases are granted during the 1979-1980 salary negotiations.

106 - HOLIDAY PAY - MISC. - \$20,889

As previously stated, the Water Department is a 24-hour a day, 365 days a year operation. Essential operations such as the filtration plants, large pumping stations, radio and telephone control centers must be manned continuously and around the clock. It must be prepared to respond to emergency conditions at any time. Every day of the year. This appropriation request provides only for the minimum personnel to maintain essential operations on holidays.

This provides for the same level of service as was budgeted during the 1978-1979 fiscal year.

107 - EXTENDED WORK WEEK - Base)			
First Add-On)	\$61,385	
Second Add-On)		
Third Add-On)	\$65,385	
Final Add-On		\$75,369	

Base, First Add-On, Second Add-On

Approximately 80% of the below-listed schedule would be funded.

Third Add-On

Approximately 85% of the below-listed schedule would be funded.

Class	Division	No. of Positions	No. of Days	Amount
7270	Alameda	1	49	\$4,192
7270	Peninsula	1	49	4,192
7470	Purification	1	49	3,940
7470	Peninsula	10	49	39,407
7470	Alameda	6	49	23,636

There are presently 19 employees authorized to work six days per week.

CITY & COUNTY OF SAN FRANCISCO

BUDGET EXPLANATIONS

FISCAL YEAR

1979-80

PUBLIC UTILITIES COMMISSION-SAN FRANCISCO WATER DEPARTMENT
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108 - TEMPORARY SALARIES - \$300,000

Temporary employees must be hired for essential operations of the Department. These employees are used for vacation relief, salaried sick relief and essential seasonal work.

Temporary employees are also required for vacation relief and sickness relief in those craft positions necessary to the continuous operations of the Department. These employees are hired on a temporary basis and are not permanent positions. Although no permanent positions are included in the Departmental budget, workmen in specific classifications are temporarily required for proper performance of Water Department work.

Many water utility functions such as pump station operations, facility surveillance, field work supervision and planning, consumers' request and complaints, payrolls, etc., must be carried out on every work day of the year. These funds are to provide continuity of operation in 140 positions.

Funds are also required to provide temporary replacement for the employees on which continuity of operations.

Certain work is seasonal in nature and is accomplished with temporary employments. Some examples are: rewinding and addressing water service field sheets; meter counts for annual report; balancing and listing consumers' deposits; upward surge of high water bill complaints in the summer; special reports required for Federal and State agencies; surveillance of properties during summer and hunting seasons; preparation of annual budget; annual closing of records; special meter testing programs, etc.

A portion of the requested increase is required in the shops division. Essential maintenance and repair work on pump stations, stationary equipment and vehicles is currently being deferred due to lack of funds available to replace stationary engineers maintenance machinists and automotive machinists when on vacation or extended sick leave.

The balance of the increase is required for 1 - 1426 - Senior Clerk Typist to implement Phase 2 of the Land Engineering Reorganization Program and to continue employment of three (3) positions to implement improvement of the Water Department's land management program.

109 - RETIREMENT - Base - \$1,773,854 - Final Add-On - \$1,981,313

Base Request	Old	New	State	Total
Perm. Salaries, \$2,614,971	\$311,922	\$30,929	\$2,957,822	
Misc.				
Perm. Salaries, 235,212	18,842	-0-	254,054	
Other Misc.				
Perm. Salaries, 4,936,142	555,249	22,586	5,513,977	
Craft				
Overtime-Perm. 22,500	-0-	-0-	22,500	
Overtime-Craft 275,000	-0-	2,000	277,000	
Holiday Pay, 19,889	-0-	-0-	19,889	
Misc.				
Extended Work-Week 61,385	-0-	-0-	61,385	
TOTAL	\$8,165,099	\$886,013	\$55,515	\$9,106,627
Rate	20.05%	14.7%	14.299%	-0-
Final Request	\$1,637,102	\$130,244	\$ 6,508	\$1,773,854

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CITY & COUNTY OF SAN FRANCISCO
BUDGET EXPLANATIONS
FISCAL YEAR 1979-80
PUBLIC UTILITIES COMMISSION-SAN FRANCISCO WATER DEPARTMENT

Department: Public Use Construction

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109 - RETIREMENT - CONTINUED

Final Request

	Old	New	State	Total
Perm. Salaries	\$2,792,075	\$333,048	\$30,929	\$3,156,052
Perm. Salaries, Other. Misc.	235,212	34,661	-0-	269,873
Perm. Salaries, Crafts	5,223,124	587,529	22,586	5,833,239
Overtime - Perm.	22,500	-0-	-0-	22,500
Overtime, Craft	275,000	-0-	2,000	277,000
Holiday Pay, Misc.	19,889	-0-	-0-	19,889
Extended Work-Week	75,369	-0-	-0-	75,369
TOTAL	\$8,643,169	\$955,238	\$55,515	\$9,653,922
Rate	20.05%	14.7%	14.299%	-0-
	\$1,732,955	\$140,420	\$ 7,938	\$1,881,313

110 - SOCIAL SECURITY - Base - \$525,483 - Final Add-On - \$558,175

Base Request

Total Employees	537
Less: Non-Members	14
Members of Social Security	523
Social Security Per Year Avg.	\$1,004.75
Social Security Per Control-ler's Worksheet	\$ 525,483

Final Request

Total Employees	564
Less: Non-Members	16
Members of Social Security	548
Social Security Per Year Avg.	\$1,018.57
Social Security Per Control-ler's Worksheet	\$558,175

111 - HEALTH SERVICE - MATCHING - Base - \$211,731 - Final Add-On - \$244,134

Base Request

TOTAL Employees	491
Less: Exempt	14
Net: Total Permanent Emp.	477
Total Temporary Employees	-0-
Total Employees Required to be Funded	477
Mandatory Amount Required	\$443.86 X 477 = \$211,731

Final Request

Total Employees	564
Less: Exempt Employees	14
Net TOTAL Perm. Employees	550
Total Temp. Employees	-0-
Total Empl. Required to be Funded	550
Mandatory Amount Required	\$443.86 X 550 = \$244,134

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FORM 4880

CITY & COUNTY OF SAN FRANCISCO
BUDGET EXPLANATIONS

FISCAL YEAR

PUBLIC UTILITIES COMMISSION-SAN FRANCISCO WATER DEPARTMENT 1979-80

DEPARTMENT, SUBUNIT, OR COMMISSION

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112 - HEALTH SERVICE - SUBSIDY - \$123,868

San Francisco Water Department's share of the retired subsidy cost of the Health Service System per letter from the Health Service System dated December 6, 1978.

113 - HEALTH SERVICE - ADMINISTRATION - \$14,759

San Francisco Water Department's share of the administrative cost of the Health Service System per letter dated December 6, 1978.

114, 115 - UNEMPLOYMENT INSURANCE - BASE - \$39,957 - FINAL ADD-ON - \$41,112

Base Request

	Unemployment Insurance	Unemployment Ins. Adm. - No. of Empl.
Perm. Salaries, Misc.	\$2,957,822	212
Perm. Salaries - Other	254,054	14
Misc.		
Permanent Salaries - Crafts	5,513,977	305
Crafts		
Total Salaries + Positions subjected to Unempl. Insurance	8,725,853	531
Overtime	30,000	
Overtime - Craft	325,000	
Holiday Pay	20,889	
Extended Work Week	61,385	
Temporary Salaries	300,000	21
Total Salaries + Pos.	9,463,127	552
Rate	0.4%	2
	\$37,853	\$1104

Final Request

	Unemployment Insurance	Unemployment Ins. Adm. - No. of Empl.
Perm. Salaries, Misc.	\$3,156,052	226
Perm. Salaries, Other	269,873	15
Misc.		
Permanent Salaries, Crafts	5,833,239	323
Crafts		
Total Salaries & Positions Subjected to Unemployment Insurance	\$9,259,164	564
Overtime	30,000	
Overtime - Craft	325,000	
Holiday Pay	20,889	
Extended Work Week	75,369	
Temporary Salaries	300,000	21
Total Salaries + Positions	\$10,010,422	585
Rate	0.4%	2
	\$40,002	\$1170

116 - PROFESSIONAL SERVICES - BASE - \$42,500

THIRD ADD-ON - \$57,500

FINAL - \$105,390

BASE - \$42,500

OTHER PROFESSIONAL SERVICES - \$2,500

Cost of the United States Geological Survey explained under the final request.

CITY & COUNTY OF SAN FRANCISCO

BUDGET EXPLANATIONS

FISCAL YEAR

1979-80

PUBLIC UTILITIES COMMISSION-SAN FRANCISCO WATER DEPARTMENT

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116 - PROFESSIONAL SERVICES - CONTINUED

LEAK DETECTION SURVEY - \$20,000

Provides one-half of the work as explained under the final request.

REHABILITATE PATTERNS FOR CAST IRON FITTINGS - \$20,000

Provides one-half of the work as explained under the final request.

THIRD ADD-ON - \$37,500

Provides for all base budget requests plus an additional \$15,000 for the Leak Detection Survey.

FINAL - \$105,390

OTHER PROFESSIONAL SERVICES - \$11,500

Professional services required for services of the United States Geological Survey for stream gauging on the Alameda Creek System, including percolation calculations, as required by agreement with Alameda County Water District; special investigations on large claims; unforeseen damage to Water Department facilities requiring professional services not otherwise available, or other professional aid on operating problems of a specialized nature.

SOIL STUDIES - \$5,000

Soil studies are a continuing requirement of the program for investigation of the safety of reservoir embankments and dams. The State Division of Safety of Dams requires continuous monitoring of water levels in reservoir embankments and dams under State jurisdiction. Reports showing unexplained increases or decreases in piezometer water levels are questioned by the State as to the reasons for the changes in the water table. Soil studies are also needed to analyze the safety of steep cut slope locations on Water Department properties to provide information for early remedial action which is less costly than that required if a failure occurs.

LEAK DETECTION SURVEY - \$40,000

An integral part of both the water conservation effort and the main replacement program this survey is needed to locate leaks in mains and laterals, including flow measurements, loss of head tests and location of leaks.

During the 1979-1980 fiscal year it is proposed to survey approximately 150 miles of main in the downtown subsidence area and in Visitation Valley.

In the 1977-1978 fiscal year detailed investigations were made on 96 miles of main and 25 leaks were discovered and repaired. This represented a recovery of approximately 214,000 gallons of water per day or enough water to serve more than 1,400 homes in San Francisco each day. In addition, the early discovery of leaks has reduced possible damages and the cost of resultant claims.

As water mains age, their ability to carry water is reduced by build-up of tuberculation or deterioration of protective linings. This reduction in carrying capacity must be determined so these mains can either be replaced or the condition corrected by a process of cleaning and replacing the interior lining. This survey also measures the carrying capacity of various mains to determine their efficiency and the Water Department can then more intelligently program its main cleaning and lining, and its main replacement programs.

REHABILITATE PATTERNS FOR CAST IRON FITTINGS - \$40,000

This fund is requested to permit accomplishment of critical maintenance of patterns that are in frequent use by foundries, and to reduce a backlog of essential patterns rehabilitation and modernization involving over 100 patterns. Some of these were damaged by fire to the vault in the Patterson Shop. Due to the deterioration of the Pattern Maker from Water Department budget, the number of patterns on hand and the work requirements to rehabilitate patterns to meet the rigid requirements demanded by the foundries to obtain trouble free castings will be performed by work order to the Central Shops. Failure to furnish acceptable patterns to foundries results in charges from 20 percent to 30 percent more than when patterns are furnished. The present backlog must be eliminated as a means of reducing fit-

CITY & COUNTY OF SAN FRANCISCO
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PUBLIC UTILITIES COMMISSION-SAN FRANCISCO WATER DEPARTMENT 1979-80

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116 - PROFESSIONAL SERVICES - CONTINUED

REHABILITATE PATTERNS FOR CAST IRON FITTINGS - \$40,000 - CONT'D.

ting costs. In addition, lack of fittings that meet the requirements of our specifications has been the result of our inability to furnish the patterns. This tends to seriously affect costs and efficiency of work accomplished due to necessity of purchasing off-size fittings on the open market.

MANAGEMENT DEVELOPMENT PROGRAM - \$4,890

This request provides funds for a management development program for middle managers of the San Francisco Water Department. This program, provided by outside management consulting experts, will cover all of the activities of management and will provide practically based methods for the middle managers to improve their management performance. The Director, Bureau of Personnel, will coordinate this program which is intended for all Public Utilities Commission departments.

SAFETY AWARENESS, TRAINING AND INSPECTION - \$1,000

This item is requested for the preparation and issue of a state mandated "in house" safety manual, the purchase of brochures, manuals and other safety periodicals for use throughout the Department in connection with the Occupational Safety and Health Act (OSHA).

SPECIAL ENGINEERING STUDIES - \$3,000

This request is required to provide miscellaneous engineering services in fields in which the Water Department has no staff, such as:

- (a) Acoustical engineering to monitor the noise levels in pumping stations.

- b) safety engineering to study requirements of and to develop actions to comply with State Electrical Safety Orders,

- c) safety engineering to study requirements of and to develop actions to comply with the California Occupational Safety and Health Act, which is based on the Federal Occupational Safety and Health Act.

117 - LOCAL FIELD EXPENSE - BASE - \$2,300
THIRD ADD-ON - \$4,500

Base

Estimated cost of bridge tolls, approximately one-half of bus fare for meter readers - one-half of parking meter fees for inspectors. If funded at this level, the Department would no longer require Meter Readers to report in at the office at the completion of the day.

Third Add-On

Restores bus fare and parking meter fees to current level.

118 - GARAGE RENT - \$9,000

Monthly storage of 14 automobiles at \$52.50 per month at the Downtown Center Garage.

14 X \$52.50 X 12 = \$8,820
Intermittent parking on Official Business 180
\$9,000

119 - TRAVEL EXPENSE - BASE - \$8 - \$6,000
THIRD ADD-ON -

Expenses of employees who are required to travel and remain out-of-town on official duties, including attendance at seismic symposiums and educational seminars in connection with the operation of the Department.

The few meetings for which funding was available in

CITY & COUNTY OF SAN FRANCISCO
BUDGET EXPLANATIONS
FISCAL YEAR 1979-80
PUBLIC UTILITIES COMMISSION-SAN FRANCISCO WATER DEPARTMENT
DEPARTMENT, BUREAU, OR COMMISSION

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121 - OUTSIDE AUTO MAINTENANCE - BASE - \$2,000 -
FINAL ADD-ON - \$2,500 (CONTINUED)

The Department shops do not have the facilities or equipment required to perform the repair. Examples of work performed by outside shops include front end alignments, repairs to frames, reupholstery, and windshield replacements. The base request would provide for 80% of the above work.

122 - OFFICE EQUIPMENT MAINTENANCE - BASE - \$7,000 -
FINAL ADD-ON - \$10,000

Estimated cost of repair and maintenance services agreements for San Francisco Water Department office equipment under purchaser's contract. The base request would provide for 70% of the above work.

123 - OTHER EQUIPMENT MAINTENANCE - \$65,000

This is for maintenance and repairs which are beyond the capacity of Water Department shop facilities because of lack of specialized tools and equipment. Examples of specialized maintenance include repairs to, and replacement of, the engine of motor's, electronic equipment, in water treatment and pumping plants, mechanical gate operators, refrigeration units, radios and other equipment such as meters to measure pressure and flow in large mains. Also covered is the maintenance agreement for telemetering and central control equipment at 1990 Newcomb Avenue and the annual cost of maintenance contracts with Otis Elevator Company (435 Mason Street) and San Francisco Elevator Company and Sunol and San Andreas Filtration Plants.

124 - CLEANING/LAUNDRY - \$7,000

This request is required to provide roller towel service at City Distribution Division and Sub-urban Operating Division and headquarters; rental and cleaning of uniforms at the Sunol and San Andreas Filter Plants and the Water Quality Division Laboratory; rental and cleaning of coveralls for automotive mechanics in accordance with

the collective bargaining agreements between the City and the Machinist Union.

125 - SCAVENGER SERVICE - \$18,000

These funds are required for the removal of debris from Department facilities and individual work sites. The requested increase is based on experience.

126 - JANITORIAL SERVICES - BASE - \$8 - FINAL ADD-ON - \$3,960

Cost of the current Purchaser's contracts for washing windows at San Francisco Water Department facilities is listed below:

Building	Cost Per Year
1990 Newcomb Avenue	\$ 2,310
Sunol Valley Water Filtration Plant	1,020
San Andreas Water Filtration Plant	630
	<u>\$ 3,960</u>

127 - ELECTRIC, HEAT AND WATER - \$20,000

Estimated cost of utilities (water, power) to Water Department facilities outside the City of San Francisco. Water Department and Bureau of Light Heat and Power for payment of the sewer service charge to the Department of Public Works. The requested increase is due to the anticipated increase for sewer service charges.

128 - TELEPHONE - \$105,000

The cost of current installations amounts to \$100,000 per year. In addition, it is estimated that \$5,000 will be required for changes and installations during the 1979-1980 fiscal year.

129 - POSTAGE - \$160,000

Estimated cost of postage for the Water Department during the 1979-1980 fiscal year.

CITY & COUNTY OF SAN FRANCISCO

BUDGET EXPLANATIONS

FISCAL YEAR

PUBLIC UTILITIES COMMISSION-SAN FRANCISCO WATER DEPARTMENT 1979-80

DEPARTMENT, BOARD OF COMMISSIONERS

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130 - COPY MACHINES - \$15,000

Estimated cost for rental of one copying machine at each of these locations: 225 Mason Street, 1990 Newcomb Avenue, 1000 El Camino Real.

131 - SUBSCRIPTIONS - \$1,750

This item includes the cost of all technical and professional publications used by the Department in the course of its operations.

132 - PRINTING - BASE - \$16,000 - FINAL ADD-ON - \$19,000

Estimated cost for official advertising for Water Department leases and contracts and the estimated cost of blueprinting, copying and microfilming Water Department records and forms. This item was classified as copy machine rental during the 1977-1978 fiscal year. During the 1979-1980 fiscal year, the estimated cost of this item is \$19,000. This item includes an increase in this request and a corresponding reduction for copy machine rental. Base request provides for funding at a 90% level.

133 - CONSTRUCTION AND SHOP EQUIPMENT RENTAL - BASE - \$500 - FINAL ADD-ON - \$3,000

This fund provides for the rental of essential or specialized construction equipment such as cranes, backhoes, and other items where Water Department equipment is not available or does not have sufficient capacity to perform this work. Base request would provide for approximately 16% of the work.

134 - OTHER EQUIPMENT RENTAL - BASE - \$3,500 - FINAL ADD-ON - \$4,000

This fund provides for the rental of miscellaneous equipment such as dewatering pumps, farm tractors and other items when Water Department equipment is not available or does not have sufficient capacity to perform this work. Requested increase is based on experience. Base request provides the same funding as was provided in 1977-1978.

135 - SUBSISTENCE - PERSONS - \$850

The number of conferences is increasing at which the Commission and members of the Utilities Staff meet with of- ficials and representatives of various City and County departments. These conferences are held in conjunction with the water, gas, and sewerage conferences. In addition, the Commission has mutual interest and concern. This item is used whenever these conferences involve a meeting extending through meal times.

136 - SUBSISTENCE - ANIMALS - \$1,500

Water Department employees use horses to patrol remote areas of the watershed which are inaccessible by vehicle.

137 - OTHER CURRENT SERVICES - BASE - \$107,000 - FINAL ADD-ON - \$125,000

This request consists of the following items:

PAYMENTS TO THE DEPARTMENT OF PUBLIC WORKS - BASE - \$95,000 - FINAL ADD-ON - \$105,000

Under Section 752 of the Public Works Code, the San Francisco Water Department is required, when of- ficially notified by the Department of Public Works, to remove or adjust or to pay for the removal or adjustment of any of its facilities that might interfere with any public work that has been authorized by the Board of Supervisors of the City and County of San Francisco, or to compensate for the extra expense of its contractors to work around Water Department facilities. Expenditures during 1977-1978 amounted to \$104,000.

BOND SALE EXPENSE - \$18,000 - FINAL ADD-ON ONLY

Expense of printing of bonds and legal examination of the proposed bonds of 1977 Municipal Water System Bonds during the 1979-1980 fiscal year. Expenditures during the 1977-1978 fiscal year amounted to \$17,890.

MISCELLANEOUS - \$2,000

Funds required for Freight, Telephone Directory Service

CITY & COUNTY OF SAN FRANCISCO
BUDGET EXPLANATIONS
FISCAL YEAR
1979-80PUBLIC UTILITIES COMMISSION-SAN FRANCISCO WATER DEPARTMENT
Department, Board, or Commission

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MISCELLANEOUS - \$2,000 - CONTINUED

and Rental-office Equipment are requested in this account. The request is based on experience.

139 - MATERIALS AND SUPPLIES - BASE - \$1,600,000 -

FUND ADD-ON - \$1,812,285

We feel that the budget requests for individual sub-objects would be more meaningful if the Department were allowed to accumulate an expenditure history by the new sub-objects (once they are finally determined by the firm team) before attempting to budget material purchases by individual sub-objects.

However, we have requested funds in those sub-objects which we feel are fully defined and appropriate to a water utility with the balance of funds being requested in sub-object 139-Other. When we have accumulated an expenditure history we will adjust our requests accordingly.

BASE

This request would force the Department to operate within funds expended during the 1977-78 fiscal year. It is requested that the Department consider or varying operating conditions could potentially reduce the level of service which could be provided.

FINAL

All requests except chemicals (sub-object 1341) are based on an average ten per cent increase over 1977-1978 expenditures. The request for chemicals is listed below.

CHEMICALS		AMOUNT	
A.	Chlorine	\$180,000	
B.	Copper Sulfate	30,000	
C.	Lime	105,000	
D.	Sodium Silicofluoride		
	& Hydrofluosilicic Acid	85,000	

CHEMICALS (CONTINUED)

AMOUNT

E.	Alum	\$150,000
F.	Miscellaneous Chemicals	14,000
G.	Polyelectrolyte	100,000
H.	Activated Carbon	-0-
I.	Anthracite Coal Filter Medium	-0-
J.	Sodium Hydroxide	40,000
K.	Citric Acid	10,000
TOTAL		\$714,000

The budget estimate for chemicals is based on past usage; and price quotes from suppliers.

The requested budget estimate is based on chemical requirements during a normal water year.

A. CHLORINE

during FY 1977-1978 usage of chlorine amounted to \$177,000. Discussions with suppliers indicate no increase in price during this fiscal year.

\$180,000

B. COPPER SULFATE

It is anticipated that the use of copper sulfate will be about the same as 1977-1978 use. The price however, will increase slightly.

\$ 30,000

C. LIME

It is estimated that the price of lime will increase 7-1/2 per cent over 1977-1978 prices as lime production is highly dependent upon energy.

\$105,000

D. SODIUM SILICOFLOURIDE AND HYDROFLUOSILICIC ACID

The usage of these items is based on 1977-1978 purchase contracts. No increase in price is anticipated.

\$ 85,000

FUND 32
FUND 001
DEPT 147
DIV 00
SEC 00
GROUP

36

PUBLIC UTILITIES COMMISSION-SAN FRANCISCO WATER DEPARTMENT 1979-80

COMMISSIONER: BRADLEY, ex. Controller

E. ALUM

An increase in usage is expected due to the additional exposed shoreline of the reservoirs. An increase in price is also anticipated.

\$150,000

F. MISCELLANEOUS CHEMICALS

This item includes the normal supplies of chemicals used in a bacteriological and chemical laboratory; general water department usage such as cleaning solvents and water treatment chemicals that are used but not enumerated elsewhere.

\$ 14,000

G. POLYELECTROLITE

Usage of this water clarifier agent has been most successful in producing high quality water. No additional usage or price increase is anticipated during 1979-1980.

\$100,000

H. ACTIVATED CARBON

For use in the new San Andreas Plant for removal of bad tastes and odors in the treated water. No anticipated usage in this fiscal year. This item is listed for future reference.

I. ANTHRACITE COAL FILTER MEDIUM

Lost medium in the filter beds at both filtration plants is being replaced during the 1978-1979 fiscal year. No usage is anticipated during this fiscal year. This item is listed for future reference.

J. SODIUM HYDROXIDE

This chemical used to correct the acid-base relationship of filtered water and is being used by the Department in the San Andreas Filtration Plant. The price of sodium hydroxide has stabilized and no price increase is expected during this fiscal year.

\$ 40,000

K. CITRIC ACID

This chemical is used in conjunction with copper sulfate for algae control. No increase in price is anticipated.

\$ 10,000

139 - FIDELITY INSURANCE - BASE - 0 - THIRD
ADD-ON - \$1,195

Premiums paid during the 1977-1978 fiscal year for Fidelity Insurance covering 55 neighborhood locations that collect water bills. Under base budget conditions there would be no collection stations. Consumers would be required to mail all payments to the Water Department.

140 - AUTOMOBILE INSURANCE - \$40,000

141 - FIRE INSURANCE - 30,000

142 - OTHER INSURANCE - 50,000

Premiums paid during the 1977-1978 fiscal year.

143 - PAYMENTS TO OTHER GOVERNMENTS - \$2,000

Cost of assessments of properties of the San Francisco Water Department. Estimated expenditures are based on current experience.

144 - TAXES - \$800,000

Real estate taxes of the various counties and political subdivisions in which San Francisco Water Department property is located. The amount requested is based on assessed values increased in taxes resulting from the passage of Proposition 13.

145 - FEES, LICENSES AND PERMITS - \$7,150

This appropriation is for payment of street opening permits to the Department of Public Works and any other fees, licenses, and permits that are necessary for the operation of the San Francisco Water Department. Amount requested is based on 1977-1978 expenditures and the anticipated workload of the Department during the 1979-1980 fiscal year.

1295

FUND D
FOUNT 4480

CITY & COUNTY OF SAN FRANCISCO

BUDGET EXPLANATIONS

FISCAL YEAR

1979-80

Department, Fund, or Commission

FUND	FUND	DEPT	DIV	SEC
32	001	147	00	00

1295

37

146 - MEMBERSHIP DUES - BASE 0 - FINAL - \$1,580

American Water Works Association	\$1,250
National Corrosion Association	150
Golden Gate Committee on Corrosion	20
California Water Resources Assoc.	30
California Office of Emergency Services - Div. of Utilities	125

Total

\$1,580

Memberships in the above organizations are authorized by the Board of Supervisors' Ordinance 353-59 and Board of Supervisors' Resolution No. 17913. Memberships would not be provided under base budget conditions.

147 - COMMISSION - COLLECTIONS - BASE - 0-THIRD ADD-ON - \$16,000

This item covers the commissions paid to the 55 neighborhood locations where water bills may be paid. This is a convenience to the consumer, and a total of \$2,193,461 was collected by these locations in 1977-1978. This service would not be provided if the department operated under base budget levels.

148 - JUDGMENT AND CLAIMS - \$40,000

Injury and damage against the San Francisco Water Department are paid from this appropriation. Amounts claimed for damages have increased dramatically over the past three years as a result of increased repair costs. The requested \$40,000 is the maximum amount required for the payment of routine claims against the Department.

CITY & COUNTY OF SAN FRANCISCO

BUDGET EXPLANATIONS

FISCAL YEAR

1979-80

WATER UTILITIES COMMISSION-SAN FRANCISCO WATER DEPARTMENT

Departmental Budget, not Consolidated

32 FUND 001 147 DEPT 00 DIV 00 SEC
GROUP

EQUIPMENT

BASE

The base budget amount of \$100,000 would enable the Department to replace only about 25 percent of the equipment which the department feels is necessary to operate efficiently. Equipment items deleted as a result of the curtailed budget will seriously hamper the efficient performance of the Water Department. Deleted equipment items deleted as a result of this curtailment include essential construction and maintenance equipment which is mandatory if a work crew is to perform their functions effectively. If these funds are authorized, the Water Department after purchasing equipment will still have 32 vehicles in daily use that are sorely in need of replacement due to excessive mileage and an extremely poor repair and down time record. The curtailment of these funds would result in added costs and less efficient use of man-power.

FIRST ADD-ON

The budget amount of \$146,000 would enable the Department to replace only about 35 percent of the equipment which the Department feels is necessary to operate efficiently. Equipment items deleted as a result of the curtailed budget will seriously hamper the efficient performance of the Water Department. Equipment items deleted as a result of this curtailment include essential construction and maintenance equipment which is mandatory if work crews are to perform their functions effectively. If these funds are authorized, the Water Department after expenditures will still have 28 vehicles that are sorely in need of replacement due to excessive mileage and an extremely poor repair and down time record. The curtailment of these funds would result in added costs and less efficient use of man-power.

SECOND ADD-ON

THIRD ADD-ON) - \$179,000

These requests would enable the Department to replace about 45 percent of the equipment necessary to operate efficiently and cause the same effect on the Department's operation as enumerated in the preceding explanations.

AUTOMOTIVE EQUIPMENT

All requested vehicles have travelled in excess of 80,000 miles or are at least ten years old which exceeds the general city replacement policy of 6 years or 60,000 miles. All of the requested vehicular replacements have been surveyed and recommended for placement by both the Water Department Shops and Equipment Superintendent and the City Shops General Superintendent of the Purchasing Department.

THE DEPARTMENT REDUCED ITS PASSENGER VEHICULAR FLEET BY 15 CARS DURING THE 1976-1977 FISCAL YEAR AND FURTHER REDUCED ITS FLEET BY 6 VEHICLES DURING THE 1977-1978 FISCAL YEAR. ALL VEHICLES HAVE BEEN FORWARDED TO THE PURCHASER'S SHOPS FOR FINAL DISPOSITION.

149 - 1 - STATION WAGON - \$6,000

YEAR	W.D. NO.	MILEAGE 8-31-78	ESTIMATED MILEAGE 6-31-79	REPLACE- MENT COST
1971	Plymouth Station Wgn.	1226	118,796	125,726 \$ 6,000

1297

FORM 4350
D

CITY & COUNTY OF SAN FRANCISCO
BUDGET EXPLANATIONS
FISCAL YEAR 1979-80
Department: Bureau of Construction
PUBLIC UTILITIES COMMISSION-SAN FRANCISCO WATER DEPARTMENT

32
FUND FUND L7 00 00
8-31-78 DEPT DIV SEC
GROUP

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150 - 29 TRUCKS - \$302,100

YEAR	W. D. NO. 8-31-78	ESTIMATED MILEAGE 6-30-79	REPLACE- MENT COST
1967 Jeep Sta-	1219	121,815	124,695
1967 Ford 4 Dr	1332	87,380	100,946
1970 Ford Sedan	1356	110,697	120,307
1969 Ford Sta-	1389	107,172	114,692
1969 Ford 4 Dr	1696	91,525	100,845
1968 Ford 2 Dr	2455	95,019	98,769
1970 Ford 2 Dr	2458	89,400	93,090
1970 Ford 2 Dr	2472	99,680	102,580
1966 Ford 1/2	3351	95,397	100,347
1969 Ford 1/2	3354	99,145	111,595
1970 Ford 1/2	3457	92,487	98,297
1970 Ford 1/2	3459	98,875	107,625
1969 Ford 1/2	3494	110,929	112,429
1969 Ford 3/4	3501	89,181	96,161
1969 Ford 3/4	3505	112,998	128,398
1969 Ford 3/4	3704	96,644	101,104
1970 Ford 1/2	3758	109,375	119,465
1967 Ford 3/4	3780	99,507	101,887
1969 Ford 1/2	3788	107,379	120,939
1970 Ford 1/2	3695	111,427	119,977
1970 Ford 1/2	3698	113,880	119,977
1964 Ford 1 Ton	4568	83,202	84,382

YEAR	W. D. NO. 8-31-78	ESTIMATED MILEAGE 6-30-79	REPLACE- MENT COST
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1964 Ford 1 Ton	4569	70,371	73,851
1954 Ford 1-1/2	4608	85,485	87,105
1961 Ford Util-	4721	96,523	98,423
1963 Interna-	5564	68,690	79,570
1962 Interna-	5749	77,758	82,078
1966 Dodge 2	5773	95,228	100,628
1962 IHC 2 Ton	5822	83,250	110,480

151 - 1 OUTBOARD MOTOR - \$1,000

Replacement of an outboard motor purchased in 1967 for use in the Peninsula Division. The motor has become very unreliable and most of the time the boat has to be towed to shore.

152 - 1 TUNE TESTER WITH SCOPE - \$2,250

Replacement of a tune tester with scope purchased in 1965 for use in the Peninsula Division. The present scope is obsolete and parts are no longer available. Improper tune-ups result in inefficient vehicle engine performance, greater wear and ultimately greater vehicle operating expense.

153 - 1 FLOOR JACK - \$260

Replacement of a floor jack purchased in 1963 for use in the Peninsula Division. The present jack leaks and is very hazardous to use. This jack has spent 18 months in the shop for repairs during the last four years. This is a basic shop tool and is required daily to accomplish maintenance work.

CITY & COUNTY OF SAN FRANCISCO
BUDGET EXPLANATIONS
FISCAL YEAR

UTILITY UTILITIES COMMISSION-SAN FRANCISCO WATER DEPARTMENT 1979-80

Construction, Repair, and Maintenance

32 FUND 003 L7 DEPT 00 SEC
GROUP

154 - 1 BATTERY CHARGER - \$275

Replacement of a battery charger purchased in 1957 for use in the Peninsula Division Auto Shop. This unit is beyond economical repair and lack of this unit is increasing vehicle down time.

155 - 1 TIRE CHANGER - \$1,300

Replacement of a tire changer purchased in 1958 for use in the City Distribution Division. Repair parts for this changer are very scarce. As the department is changing from passenger cars to trucks for all field use, this equipment will be very essential.

156 - 2 DIAPHRAGM PUMPS - \$2,050

Replacement of pumps that were purchased in 1947 and 1957 for use in the City Distribution Division and Peninsula Division. The present pumps are not operable, and repair parts are no longer available. These pumps are needed for emergency dewatering of excavations in the event of large pipeline failures.

157 - 1 HEAVY DUTY DISC - \$10,500

Replacement of disc that was purchased in 1959 for use in the Peninsula Division. The present unit is too small to accomplish the work adequately in a limited time. Each year several miles of the Peninsula waterway must be dredged to protect the waterway from siltation. The present law which requires removal of grass and brush from an area 30 feet wide around all structures, has greatly increased the scope of this vital activity.

158 - 1 LAWN TRACTOR - \$2,100

Replacement of tractor that was purchased in 1964 for use in the Alameda Division. Present tractor is worn to a point where repair time is excessive. On several occasions mowers have had to be rented while the tractor was being repaired. With approximately 14 acres to be cut, a riding-type mower is essential.

159 - 1 PAVEMENT BREAKER - \$1,200

Replacement of a City Distribution Division pavement breaker that was stolen from the Department of Public Works in September 1977. Cost \$773,808.93. This machine is essential and repair underground facilities due to heavier and harder paving materials used in roadway construction.

160 - 1 CENTRIFUGAL PUMP - \$420

Replacement of pump that was purchased in 1959 for use in the Peninsula Division. Present pump has been overhauled several times, but parts are getting progressively more difficult to find. A new pump would be lighter and easier to handle on leaks.

161 - 3 LEAK PUMPS - \$900

Replacement of leak pumps that were purchased in 1958 and 1961 for use in the City Distribution Division. These small engine driven pumps are used for dewatering excavations in the maintenance of water mains. Sand and other abrasive materials wear out these units at a rapid rate. Since the existing units have been rebuilt many times, further repairs to the basic units are now impractical.

162 - 2 AIR COMPRESSORS - \$23,000

Replacement of air compressors that were purchased in 1954 and 1955 for use in the City Distribution Division. The present units are worn out, parts are not readily available thus causing delay in leak repairs.

163 - 2 CHAIN SAWS - \$900

Replacement of chain saws that were purchased in 1963 and 1968 for use in Peninsula and Alameda Divisions. The present saws are worn out and require frequent repairs.

164 - 2 ABRASIVE PIPE SAWS - \$1,300

Replacement of abrasive pipe saws that were purchased in 1967 and 1969 for use in the City Distribution Division. The present units are badly worn out and repairs are now impractical. These portable

1299

FUND 4850

CITY & COUNTY OF SAN FRANCISCO

BUDGET EXPLANATIONS

FISCAL YEAR

PUBLIC UTILITIES COMMISSION-SAN FRANCISCO WATER DEPARTMENT 1979-80

DEPARTMENT, BOARD, OR COMMISSION

1299

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FUND	FUND	DEPT	DIV	SEC
GROUP				

41

164 - 2 ABRASIVE PIPE SAWS - \$1,300 (cont'd.)

gasoline driven abrasive saws are used for cutting ductile iron pipe in the field. The new and modern units are more efficient and conform with current noise ordinance standards.

OFFICE EQUIPMENT

The following items of office equipment have been in constant use for at least eight years. The machines are subject to continual breakdowns and, because of their age, it is increasingly difficult to obtain spare parts for them. Non-availability of these machines results in major typewriting and dictation delays and reports which are needed on a daily basis.

165 - 2 ELECTRIC TYPEWRITERS - \$1,600

Replacement of typewriters SCM Serial No. 6147351 and Remington Rand 27-1107199, purchased in 1965 and 1968 respectively for use in the City Distribution Division.

166 - 1 BLU-RAY COMBINATION WHITE PRINTER-DEVELOPER - \$1,350

Replacement of roto lite modern copier. Serial No. R-753727 that was purchased in 1960 for use in the Engineering Division.

167 - COPY MACHINE - \$4,000

Replacement of 3M Copier #209 that was purchased in 1966 for use in the Commercial Division.

168 - 1 ELECTRONIC POCKET CALCULATOR - \$150

Replacement of Friden Calculating Model D, No. 10-544847, that was purchased in 1966 for use in the Engineering Division.

169 - 5 PRINTING CALCULATORS - \$1,200

1. PRINTING CALCULATOR

Montroe Model 11K114, Serial No. 510899, purchased in 1967 for use in the Executive Division.

1. PRINTING CALCULATOR

Calculating Machine - Friden No. S80-10, purchased in 1962 for use in Engineering Division.

3. PRINTING CALCULATORS

Burroughs Adding Machines, Serial Nos. P-263947-D and P-387015, National Adding Machine Serial No. 549121 purchased in 1957, 1962 and 1956 respectively for use in the Commercial Division.

170 - 2 TYPIST CHAIRS - \$500

Replacement of typist chairs, purchase date unknown, for use in the Planning Division. The present chairs are worn out and beyond repair.

171 - 2 VALVE BOX LOCATORS - \$550

Replacement of valve box locators that were purchased in 1959 for use in the City Distribution Division. The present valve box locators are obsolete. Repairs are not possible as the manufacturers and dealers do not have replacement parts.

172 - 1 LEAK DETECTOR - \$400

Replacement of leak detector that was purchased in 1955 for use in the City Distribution Division. The present unit is an obsolete type for which parts are not available. It is badly deteriorated and it can no longer perform the work. For this reason, a leak detection crew must perform other work whenever their equipment is in the shops for repairs.

173 - 1 MICROSCOPE - \$3,300

Replacement of microscope that was purchased in 1938 for use in the Purification Division. A research grade microscope is needed for precision analysis of biological specimens (bacteria, algae and molds) and for the identification of microorganisms. The present microscope does not have optical capabilities to provide accurate identification of unstained (live) organisms and cannot be used in the identification of nuisance organisms which plague water consumers.

BUDGET EXPLANATIONS

FISCAL YEAR

PUBLIC UTILITIES COMMISSION - SAN FRANCISCO WATER DEPARTMENT

1979-80

Document: BUDGET, See Comptroller

32
FUND
GROUP001
FUND177
DEPT00
DIV00
SEC174 - 1 POWER POST AUTO BODY PULLER - \$2,700

This unit is needed by the City Distribution Division for auto accident damage repairs. It can be used for both cars and trucks. In most modern vehicles it is impossible to get in back of the damaged area for repairs. The body damage must be pulled out. With this tool, parts could be straightened rather than replaced resulting in savings. The equipment is so designed that the tool will pay for itself within two years in both man hours saved and material savings.

175 - 1 OIL DISPENSING UNIT - \$675

The expansion of the Sunol Valley Water Treatment Plant has included the addition of 24 gear-driven flocculator units and eight chain-driven units. This mobile oil-dispensing unit will decrease the man hours required to perform the semi-annual oil changes required for these units and other units throughout the existing plant.

176 - 1 BAND SAW - \$1,750

The Carpenter Shop in the Alameda Division has a radial arm saw and table saw. Those saws will not cut anything other than straight cuts. Many rounded wood parts are needed, such as, parts for cabinets, signs, pipe plugs, concrete forms, etc. There are many other jobs that can be done faster and better on a band saw that will save time and money for the Department.

177 - 1 SHOP TYPE ABRASIVE SAW - \$400

This saw, required by City Distribution Division crews, is essential to cut high speed steel tools to desired lengths in a safe and efficient manner. The saw previously used was found to be hazardous and was discarded. The new method, although safe, is slow and valuable time is wasted.

178 - 1 ELECTRONIC AIR CLEANER - \$4,000

This portable machine is needed in the City Distribution Division to clean the air when spraying metal parts at different locations in the machine shop. When this operation is being performed metal

dust particles and fumes are emitted into the air. Although the worker performing the task is protected by a mask other employees in the shop area are exposed to the irritants.

179 - 1 PLATFORM, HYDRAULICALLY POWERED - \$1,550

This platform is needed by the Purification Division for the San Antonio Pump Station. This platform has variety of uses such as routinely raising the engine stacks and performing maintenance of their venturies, changing lamps, painting, maintaining elevated exhaust and supply fans. Progressively, in the past few years and since the increased flow capacity at the Filter Plant, increasing operations and maintenance of the Diesel pumps have been necessary. Presently, the existing platform is transported between the facilities inconveniently. This is very unsafe, damaging to the equipment and inconvenient as far as having the proper vehicle, time and personnel.

180 - 1 PORTABLE CIRCULAR SAW - \$200

This saw is needed by the Alameda Division Carpenter for outside work. The Division has power tools other than those table model saws in the shop. The power saw would increase efficiency and shorten time required to complete projects.

181 - 1 WEED CUTTER - \$400

This weed cutter is needed by the City Distribution Division for maintenance of grounds around reservoirs and other Water Department properties. This will also eliminate tire hazards and remove debris with minimum manpower.

182 - 1 PNEUMATIC SCALER - \$400

This scaler is needed by the City Distribution Division to reduce shut down time during which reservoirs will be without water. Since the field personnel find need for equipment which will quickly and efficiently clean main pipe surfaces to assure water tight joints. At present, some of the maintenance crew must perform this work with hand held hammer operated scrapers, chisels and wire brushes. This method is slow and is also conducive to hand injuries. Experience has shown that air operated scalers substantially reduces injuries and time required by the crews in the preparation of main pipe surfaces.

CITY & COUNTY OF SAN FRANCISCO
BUDGET EXPLANATIONS

FISCAL YEAR

1979-80

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<u>FUND</u>	<u>FUND</u>	<u>DEPT</u>	<u>DIV</u>	<u>SEC</u>
GROUP				

1301

PUBLIC UTILITIES COMMISSION-SAN FRANCISCO WATER DEPARTMENT
DEPARTMENT, BOARD, OR COMMISSION

183 - 1 PORTABLE RADIO - \$900

Increases in trespassing, swimming and vandalism require Peninsula and Alameda Division Reserve Officers to patrol more extensively on foot away from their vehicles. It is essential that they remain in radio contact for back-up personnel if violence occurs.

184 - 3 MOBILE RADIOS - \$2,700

The radios are needed to maintain contact with vehicles which do not have radios and have been dispatched to the field for maintenance operations in the department. Continuous contact with vehicles on maintenance work is essential for efficient and economical field operations as well as flexibility of available equipment. One radio will be placed in a Peninsula Division vehicle, two in a Laramie Division vehicle.

185 - 3 EMERGENCY LIGHTS - \$750

Following the completed expansion, additional emergency lighting units are urgently needed at three other locations throughout the Sunol Filter Plant. These units will conform to OSHA standards and eliminate the existing, possible unsafe conditions that arise during power outages.

186 - 2 VISIBLE CARD FILES - \$1,000

These card files are needed by the Engineering Division as a filing index for property records for a quicker and more efficient reference system.

187 - 1 PRINTING CALCULATOR - \$175

This calculator is needed by the Engineering Division, in conjunction with the reorganization and modernization plan of the Land Engineering Section. This is needed for daily use in various land matter and tax computations.

188 - 3 DRAFTING TABLES -	\$2,410
189 - 3 DRAFTING CHAIRS -	\$ 660
190 - 3 FILE CABINETS -	1,420
191 - 13 FILE CABINETS -	2,700

These items of office furnishings are needed by the Engineering Division in conjunction with the reorganization and modernization plan of the Land Engineering Section. This furniture will improve individual work areas for greater efficiency and productivity.

192 - 1 TRIPOD AND TARGET - \$150

This is used by the Engineering Division as a stationary flag for backsight which eliminates the need for a man holding a target in traffic conditions thereby improving safety conditions.

193 - 1 REFLECTOR AND TRIPOD FOR ELECTRONIC DISTANCE

METER - \$1,200

This is needed by the Engineering Division. A triple reflector and tripod will increase distance measurement over a single reflector system and save a man from standing at that point. This equipment is required for property survey and long distance surveying

194 - 1 PAINT THICKNESS GAUGE - \$300

This is needed by the Engineering Division for inspection of painting work done by outside contractors.

195 - 1 COMPOSITE SAMPLER - \$850

This composite sampler is needed by the Purification Division to permit better utilization of manpower by permitting the collection of samples from an unattended point. Under the present circumstances a chemist must personally collect samples every thirty minutes, or at some other time interval, dispense it into the collection bottle and repeat the process until a predetermined time has elapsed.

196 - REAL ESTATE - BASE - \$71,752 - FINAL ADD-ON -

\$79,724

This item is required to provide payment to the Real Estate Department for services rendered in connection with leasing San Francisco properties, condemnations and appraisals of property and miscellaneous realty matters.

CITY & COUNTY OF SAN FRANCISCO
BUDGET EXPLANATIONSPUBLIC UTILITIES COMMISSION-SAN FRANCISCO WATER DEPARTMENT 1979-80
FISCAL YEAR

DEPARTMENT, BUREAU, OR COMMISSION

197 - ELECTRICITY - BASE - \$5,400 - FINAL ADD-ON - \$6,000

Estimated cost of maintaining Water Department radio equipment by Department of Electricity personnel for the 1979-1980 fiscal year. Funds for this work were previously budgeted in Contractual Services.

198 - PURCHASING - BASE - \$82,802 - FINAL ADD-ON - \$92,002

Compensation for three Storekeepers and one Senior Storekeeper at the City Distribution Division and one Assistant Purchaser assigned to the Purchaser of Supplies.

199 - LIGHT, HEAT AND POWER - BASE - \$1,622,628 - FINAL ADD-ON - \$1,802,920

The amount requested is based on estimates provided by the Bureau of Light, Heat and Power, which includes gas and electricity for the Department at recently approved rates by the Board.

200 - CONTROLLER - AUDITS - \$8,000

These funds are for the cost of the annual audit of the books by Certified Public Accountants.

201 - PRINTING AND REPRODUCTION - CITY - BASE - \$315 - FINAL ADD-ON - \$350

Estimated cost of reproduction services performed by the Purchaser's Reproduction Bureau. Funds for this purpose were previously budgeted in Contractual Services.

202 - ADM. SERVICES - BASE - \$387,021 - FINAL ADD-ON - \$428,504

This appropriation is to pay the Water Department's share of the expenses of the General Office of the Public Utilities Commission.

32
FUND
GROUP001
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DIV000
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203 - PUC - EDP - BASE - \$622,837 - FINAL ADD-ON - \$747,510

This appropriation provides the Water Department's share of operating the PUC Data Processing Center.

204 - WORKER'S COMPENSATION - \$140,000

This appropriation provides funds for the payment of medical expenses for employees who are hurt in industrial accidents. Requested increase is based on experience.

205 - DEPT SERVICE - BASE - \$5,088,843 - FINAL - \$5,938,843

Bond Interest	- 1961 MWS	\$ 627,064
Bond Interest	- 1972 MWS	925,405
Bond Interest	- 1972 MWS (NEW)	480,000
Bond Redemption	- 1961 MWS	2,691,374
Bond Redemption	- 1972 MWS	845,000
Bond Redemption	- 1972 MWS (NEW)	370,000
TOTAL		<u>\$5,938,843</u>

An additional \$8,000,000 of the 1972 MWS Bond Fund is expected to be sold in April, 1979. Redemption period is expected to be 22 years and the interest rate estimated for budget purposes is 6 percent. Base budget contribution to the proposed schedule would be based on the schedule which would include further delays to the bond fund construction schedule.

206A- CONTRIBUTION TO CAO - BASE - \$8,739 - FINAL - \$9,710

Water Department's share of the City's Risk Management Program. This item is funded at 90 percent in the base budget in accordance with the Mayor's instructions.

CITY & COUNTY OF SAN FRANCISCO
BUDGET EXPLANATIONS

FISCAL YEAR

1979-80

Department, Board, or Commission

32	001	h7	00	00
FUND	FUND	DEPT	DIV	SEC
GROUP				

206B - RENEW WATER SERVICES - BASE - \$250,000
FIRST ADD-ON - \$750,000

SECOND ADD-ON -
THIRD ADD-ON -
\$1,280,000
FINAL - \$1,380,000

This continuing program is essential to provide adequate service to consumers in the City. The replacement of undersized and corroded services permits the consumer to receive an adequate supply of water and results in increased revenues. Additionally, the elimination of leakage saves water and reduces liability claims. Funds requested will enable the Department to renew approximately 2,400 services with its own forces. The selection is based on age, inadequacy, and deterioration of the services as evidenced by leaks, size of service, consumer complaints, or inadequate supply.

207 - RELOCATE AND REALIGN WATER MAINS - BASE - \$75,000 - FINAL - \$100,000

These funds are required for adjustment or relocation of existing water lines that interfere with Public Works contracts usually related to street, highway or sewerage construction or reconstruction.

The Water Department has the same responsibilities as the P.G. & E. CO. and other private utilities in that it is responsible for the construction of any interference by water pipe lines with Public Works construction must either be removed by the Water Department or the Department of Public Works must be reimbursed for the cost of working around the interference.

208 - RELOCATE AND REALIGN WATER SERVICES - BASE - \$75,000 - FINAL - \$100,000

The Water Department has the same responsibilities for relocating water services that interfere with Public Works construction as for water mains, as is explained in the preceding item.

209 - REPLACE WATER MAINS - BASE - \$ -0-

FIRST ADD-ON - \$200,000
SECOND ADD-ON - \$450,000
FINAL - \$1,900,000

The replacement and/or reconstruction of water distribution mains (2-inch through 10-inch in size) within San Francisco has not been accomplished at a reasonable rate. The result is that a considerable portion of the system is inadequate for the purpose of domestic and fire service. The existing water mains and distribution pipe systems have been determined to be degraded as a result of electrolysis from ground conditions or stray current, thus increasing the potential for water leakage.

Prior to 1938, cast iron pipe with a bituminous interior coating was used. Thereafter, virtually all cast iron, and later, ductile iron pipe with a cement mortar lining was installed. The average useful life of unlined cast iron is approximately 100 years. Throughout this period the carrying capacity gradually diminished because of internal rustication (predominantly rust). Cement lined pipe of equal grade is approximately 100 years useful life. Such life may be estimated to be greater as continuing data is obtained.

CITY & COUNTY OF SAN FRANCISCO

BUDGET EXPLANATIONS

FISCAL YEAR

PUBLIC UTILITIES COMMISSION-SAN FRANCISCO WATER DEPARTMENT 1979-80

Department, Section, and Computation

209 - REPLACE WATER MAINS (continued)

REPLACEMENT PROGRAM

Listed below is an approximation of the program in feet of pipe.

Total Feet of C.I.
Pipes in place 3,389,080 Ft.
in 1938
Approximate Feet
of Pipe Replaced
since 1938 389,080 Ft.
3,000,000 Ft.

Total Unlined Pipe
in place:
Pipe to remain in
place if Feeder
Mains are extended
into area (See
Construct Feeder
Mains) - 1,500,000 Ft.

Pipe to remain in
certain areas - 500,000 Ft. - 2,000,000 Ft.

Total Pipe to be
replaced under
this program

1,000,000 Ft.

At present day prices, it costs between \$75 and \$125 per foot to replace water mains in San Francisco. Therefore, the cost to replace 1,000,000 feet divided by \$100 or \$125 per foot, part of this replacement program would cost \$1,000,000 per year. This program would be implemented particularly in the older areas of San Francisco, such as the Downtown Area, the Mission District and other older areas.

The following list is the planned main replacements to be performed under this program during the 1979-80 fiscal year. However, unforeseen circum-

32

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1304

stances may require that work be performed at locations other than those listed. This program was originally requested in the 1977-1978 and 1978-1979 Budgets but was deleted to keep the drought-related rate increase as low as possible.

LOCATION	EXIST- YEAR LAID	SIZE	LENGTH	PROPOSED SIZE	COST
Sutter, San- some to Stockton	1862	6"	1880	8"	\$ 198,000
California, Drum to Montgomery	1886	8"	1800	8"	198,000
Washington, Battery to Stockton	1861	6"	2200	8"	242,000
Broadway, Powell to Sansome	1868	4"x6"	2200	8"	242,000
Vallejo, Van Ness to Webster	1886	6"	2800	8"	252,000
Union, Van Ness to Fillmore	1895	4"x6"	3200	8"	288,000
Clinton Park, Market to Valencia	1868	4"x8"	1200	8"	108,000
1st St., Mar- ket to Mission	1884	5"x8"	2800	8"	252,000
2nd Ave., Lake to Geary	1893	6"	2000	8"	120,000
TOTALS			200,000		\$1,900,000

CITY & COUNTY OF SAN FRANCISCO
BUDGET EXPLANATIONS
FISCAL YEAR

32 001 47 00 00
FUND FUND DEPT DIV SEC
GROUP

- 210 - RECONSTRUCT AND RESTORE FENCES - THIRD ADD-ON - \$20,000 - FINAL - \$50,000
- These funds are required to restore existing deteriorated and inadequate fences to protect property and water quality.

The continuing urbanization and development occurring in the vicinity of and adjacent to Department watersheds has resulted in increased trespassing on Water Department property, especially by those bent on mischief. Vandalism damage to Water Department facilities has resulted, and the hazard of pollution of the water supply has become greater.

- 211 - GRADE AND RESURFACE ROADS - THIRD ADD-ON - \$25,000

In order to insure adequate access to its properties to protect its investment, the Water Department has a continuing project to grade and resurface roads on property under its control. This consists of draining, minor grading, and resurfacing of departmental roads on Water Department land. Additionally, this work reduces erosion which dictates the water in reservoirs and reduces the cost of repair and operation of Department vehicles that must regularly travel these roads.

- 212 - WATER MAINS CEMENT MORTAR LINE - FINAL ADD-ON - \$350,000

This program of lining existing pipelines in place saves money because it extends the useful life of pipelines, increases their capacity to carry water and stops leaks. In effect, it renews these pipelines at a lesser cost than the capital expenditures which would be required if these deteriorated pipelines were constructed to supply adequate quantities of water. All mains lined since the inception of this program in 1934 have given excellent service and the program has been recommended to customers by eliminating shutoffs and eliminating heavy traffic interference during construction of replacements for repairs. The elimination and prevention of leaks has saved many thousands of dollars in repair and liability for damage costs.

During the current fiscal year it is planned to cement mortar line the following water mains. However, unforeseen circumstances may require that work be performed at locations other than those listed below:

LOCATION	LENGTH	SIZE
Frederick, Downey to Stanyan	1700'	24"
Stanyan, Frederick to Geary	5500'	24"
Geary, Stanyan to Collins	1800'	24"
Collins, Geary to Mayfair	1500'	24"
213 - RECONSTRUCT DRAIN AND AIR VALVES - THIRD ADD-ON - \$20,000		

This is a continuing program of reconstructing and relocating drain and air valves to eliminate sanitary hazards that pre-existed the current Public Health requirements. It is proposed to reconstruct approximately 10 to 15 of the more critical valves during the next fiscal year.

- 214 - MAINTENANCE, REPAIR & IMPROVEMENTS TO BUILDINGS - BASE - \$15,000
FIRST ADD-ON - \$15,000
SECOND ADD-ON - \$15,000
THIRD ADD-ON - \$25,000
FINAL - \$60,000

These funds are requested for the continuing program of maintaining, rehabilitating and improving the buildings throughout the entire Water Department system. Among the projects planned for the next fiscal year are repairs to Peninsula and Alameda Division units as required. Also included is \$10,000 to install a surveillance system at Irvingston Portal.

CITY & COUNTY OF SAN FRANCISCO
BUDGET EXPLANATIONSPUBLIC UTILITIES COMMISSION-SAN FRANCISCO WATER DEPARTMENT 1979-80
FISCAL YEAR

Department, Division, and Commission

32 FUND 001 177 00 00
GROUP FUND DEPT DIV SEC215 - MAINTENANCE AND REPAIR OF STREETS AND SIDE-
WALKS - \$425,000

Estimated cost for the paving of streets and sidewalks in connection with normal and emergency maintenance and repair operations. The requested increase of \$25,000 results from probable increases in paving costs and an intensified program of pavement inspection by the Department of Public Works. This program requires immediate compliance by the utilities to remedy defective paving over utility trenches.

216 - REPAIR AND PAINT WASH WATER TANK - SAN ANDREAS
FILTER PLANT - FINAL ADD-ON - \$20,000

This tank was put into service in 1972. The severe hilltop location has caused early paint failure.

The ornamental metal around the exterior of the tank needs to be rewelded to the structural shell. A new paint job will stop further rusting.

217 - REHABILITATE HYDROPNEUMATIC TANKS - CDD -
FINAL ADD-ON - \$32,000

Hydropneumatic tanks at four stations are to be rehabilitated. The interiors of these tanks are to be cleaned and recoated. These tanks have not been recoated since they were placed in service some as long as 15 years ago. Rusting of the interiors of these tanks will prevent advance corrosion damage and avoid early replacement.

Forest Knoll Hydropneumatic Station	1 Tank
Skyview	" 2 Tanks
Forest Hills	" 2 Tanks
Vista Francisco	" 2 Tanks

218 - REROOF VARIOUS BUILDINGS - S. F. FACILITIES -
THIRD ADD-ON - \$20,000

The four roofs to be replaced under this project are in poor, leaky condition, beyond economic repair. The tar and gravel roofing is over 20 years old, well beyond their expected useful life.

The largest building, the Lake Merced Pump Station, is 25 years old.

Replacement Cost:

Lake Merced Pump Station	\$15,800
Sunset Reservoir Chlor. Station	2,400
Stanford Heights Pump Station	1,200
Lane Street Pump Station	600

219 - WATER MAIN EXTENSIONS - BASE - \$150,000 - FINAL -
\$350,000

This is a continuing program for the installation of mains and appurtenances in the distribution system for the purpose of providing adequate water supplies to present or prospective consumers and to eliminate dead-ends to improve water quality. It is estimated that it will cost \$360,000 for a work program during 1979-1980 to install 1,000 feet of 8-inch main and 2,800 feet of 6-inch main. This is below the installation of installations including length and size of main. However, unknown or unpredictable circumstances may require that work be performed at locations other than those listed:

Location	Length	Size	Cost
Pine, Leavenworth to Front	1500'	6"	\$ 123,000
Pacific, Laguna to Gough	1000'	6"	90,000
Harrison, 19th to 20th Sts.	600'	8"	54,000
Treat, 18th to 19th Streets	300'	6"	27,000
Alabama, 18th to 19th Sts.	400'	8"	36,000
220 - NEW SERVICES AND METERS - BASE - \$250,000 - FINAL - \$310,000			

This is a continuing program to provide water service for new customers, additional capacity for existing customers where increased water use requires it and to replace obsolete or worn beyond repair meters which do not correctly register the water delivered, resulting in loss of revenue to the Department. The

CITY & COUNTY OF SAN FRANCISCO
BUDGET EXPLANATIONS

FISCAL YEAR

PUBLIC UTILITIES COMMISSION - SAN FRANCISCO WATER DEPARTMENT 1979-80

Department, Fund, or Commission

32
FUND 001
GROUP FUND 47
DEPT 00
DIV 00
SEC

NEW SERVICES AND METERS (Continued)

increase is required to replace some of the large old style reusable customer meters that handle large volumes of water. These replacements were deferred in both the 1977-1978 and 1978-1979 budgets because of the drought.

221 - INSTALL GATE VALVES - THIRD ADD-ON - \$25,000 -
FUND - \$65,000

It is proposed to install approximately 35 new gate valves and their distribution to the City. This is to further commercialize the system and shorten the length of pipeline taken out of service in the event of emergency repairs such as main breaks. This reduces the number of consumers which would be affected by shutdowns and provides for increased fire protection by reducing the number of fire hydrants which would be out of service during a shutdown.

222 - CATHODIC PROTECTION FOR PIPELINES AND EQUIP-
MENT - THIRD ADD-ON - \$50,000

This is a continuing project of investigating conditions and installing cathodic protection equipment and related protective devices to control and minimize corrosion of pipelines due to electrolysis. This appropriation will provide for investigation and inspection of older transmission lines to determine if electrolytic action is occurring. Electrolysis, if occurring and not corrected, will damage these lines and require extensive repairs or replacement. Detection at an early date will permit corrective action to be taken at a lesser cost than to perform extensive repairs or replacement. Purchase of specialized meters and equipment to detect electrolytic action is included.

223 - DEFINE RIGHT-OF-WAY AND PROPERTY LINES -
THIRD ADD-ON - \$20,000 - FUND - \$65,000

This is a continuing program of monumenting Water Department Right-of-Way and boundary lines in order to better protect its property and easements against encroachment.

224 - CONSTRUCT FEEDER MAINS - BASE - \$ 0

FIRST ADD-ON - \$200,000
SECOND ADD-ON - \$350,000
THIRD ADD-ON - \$350,000
FUND - \$880,000

This is a continuing project of installing large mains through the City in order to improve the water supply and pressure as required.

It is generally believed that the amount of feeder main piping necessary to bolster the approximately 1,500,000 feet of old pipe that would remain in service, as explained in the main replacement program, would be about 400,000 feet (usually 12-inch and/or 16-inch pipe). At present day prices an average cost would be \$110 per foot or about \$880,000 per year over a fifty-year period.

The present day sums required annually, therefore, would be:

Proposed Replacement of Mains Program \$1,900,000
Feeder Main Extension Program 880,000

Main Replacement Program \$2,780,000

Location	Length	Size	Cost
Geary, Powell to Kearny	1000'	12"	\$ 125,000
Kearny, Geary to Post	300'	12"	37,500
Chestnut, Grant to Stockton	500'	12"	61,500
Stockton, Chestnut to Fillbert	1000'	12"	125,000
Fillmore, Green to Lombard	1400'	12"	140,000
Laguna, Green to Lombard	1400'	12"	140,000
Valencia, 17th to 21st Sts.	2200'	12"	197,000
21st St., Valencia to Mission	600'	12"	54,000
TOTAL			\$ 880,000

BUDGET EXPLANATIONS

PUBLIC UTILITIES COMMISSION-SAN FRANCISCO WATER DEPARTMENT 1979-80
Description: Subdiv. and Construction32 001 47 00 00
FUND FUND DEPT DIV SEC
GROUP

CONSTRUCT FEEDER MAINS (Continued)

Unknown or unpredictable circumstances may require that work be performed at locations other than the one listed.

225 - WATERSHED LANDS EROSION CONTROL - \$26,000

These funds are required to continue the program of erosion control to protect water quality and property, such as restoration and control of slide areas, reforestation and construction of check dams and settling ponds.

226 - INSTALL DRAIN AND AIR VALVES - THIRD ADD-ON - \$31,000

In carrying out the main flushing program to improve water quality, there are locations where it is necessary to install additional drain and air valves to properly flush the water mains. It is planned to install necessary drain and air valves at appropriate locations as needed.

227 - CONSTRUCT FENCES - FINAL ADD-ON - \$40,000

This is a continuing program of constructing protective fences as required by this location and degree of erosion. The fences are located in areas around Water Department installations where adjacent activities increase the potential of vandalism. The unencumbered balance which was carried over from prior fiscal years has been reduced to the point that additional funds will be needed to continue the program in the 1979-1980 fiscal year.

228 - MOTORIZED LARGE VALVES - FINAL ADD-ON - \$50,000

This is a continuing program for the installation of motors, drives and electrical supply lines in order that the larger line valves may be quickly operated by one man. Quicker closure reduces the risk of water leakage, and the replacement of the submergible and to adjacent utilities and property. The present hand operation of large valves is time consuming and requires service of at least a two-man crew each time a change is necessary.

229 - PAVING GRAVEL ROADS - ALAMEDA DIVISION - FINAL \$130,000

It is proposed to construct a 2-inch asphaltic concrete surface on Turner Dam Road and the steeper portions of the San Antonio Ranch Road. The existing roads are oil and gravel which have deteriorated to the point where they are impassible during stormy weather.

230 - CONSTRUCT LOADING DOCKS FOR PENINSULA RESERVOIRS THIRD ADD-ON - \$80,000

Periodically the reservoirs must be treated with chemicals which copper sulfite to control algae growth. There presently are no loading facilities to transfer bags of chemicals weighing as much as 100 lbs. to the service launches. The present method of loading the boats is hazardous.

231 - MODIFY 425 MASON ST. BUILDING TO MEET FIRE AND SAFETY CODES - FINAL ADD-ON - \$40,000

The Department Headquarters building, 425 Mason Street, San Francisco, is considered a "high-rise building", under amendments to the State Health and Safety Code in 1975 (SB 941 Moscone). Under provisions of the amended Code, fire alarm/smoke detector/sprinkler alarm system must be provided for the seven-story building. \$21,000.

The main entrance and vestibule must also be modified to meet current CAL/OSHA Safety Regulations. \$19,000.

232 - ADDITION TO CARETAKER'S COTTAGE - ROCK RIVER LIME PLANT - FINAL ADD-ON - \$30,000

The caretaker's cottage at this remote location in the eastern foothills of the Sierras is over 20 years old, is in need of new roof, and is too small for the caretaker and his family.

Work under this project will include paving the access road, the addition of a bedroom and bath, a new roof, a new furnace and stove, and the replacement of a 6-inch sewer line.

WORK PROGRAM SUMMARY

COMMISSION ON THE STATUS OF WOMEN
DEPARTMENT, BOARD OR COMMISSION

*TOTAL LESS NON-BUDGETED REVENUES.

PROGRAM OF FUNCTION										1978-79		1979-80		
A.	B.	C.	D.	E.	F.	G.	H.	I.	J.	K.	L.			
APPROVED	POS.	BASE	POS.	FIRST ADD-ON	POS.	SECOND ADD-ON	POS.	THIRD ADD-ON	POS.	POS.	POS.			
74,698		64,583		68,105		69,245		71,620						
GROSS BUDGET*														
Ad Valorem														
74,698		64,583		68,105		69,245		71,620						
-0-		-0-		-0-		-0-		-0-						
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WORK PROGRAM DETAIL

Name of Program or Function Commission on the Status of Women

Program Description:

To promote equal economic, political, social and educational opportunities and to give equal services and protection by public agencies for women. These goals are accomplished via the following Committees: each chaired by a Commissioner: Health, Housing, Legislation, Medical Information, Minority Outreach, Resource Talent Bank, Self-Empowerment, Child Care, Criminal Justice, Education & Employment.

Program Outputs:

Unit	
A.	Participation in existing Community Projects that elevates status
B.	Technical Assistance - Internal/External
C.	Inquiries on Women's Issues, Referral and Research
D.	Issue resolutions and support testimony
E.	Conferences, seminars & public hearings
	Complaints

II. EXPENDITURE DETAIL

A.	Permanent Salaries	(01001)
B.	Other Personnel Costs	
C.	Mandatory Fringe Benefits	(01000)
D.	Direct Service Contracts	
E.	Operating Expenses (01011, 10120, 10130, 10146)	
F.	Facilities Maintenance	
G.	Equipment & Cap. Outlay	
H.	Fees and other Compensations	(01040)
I.	Real Estate Services	
J.	TOTAL REQUESTED FOR THIS FUNCTION	

39,627	35,734	33,762	36,602	36,602	36,602	36,602	36,602	36,602	36,602
-0-	-0-	-0-	-0-	-0-	-0-	-0-	-0-	-0-	-0-
9,788	10,384	9,126	9,808	9,808	9,808	9,808	9,808	9,808	9,808
-0-	-0-	-0-	-0-	-0-	-0-	-0-	-0-	-0-	-0-
12,322	24,080	18,645	18,645	18,645	18,945	21,320	23,820	23,820	23,820
-0-	-0-	-0-	-0-	-0-	-0-	-0-	-0-	-0-	-0-
-0-	-0-	-0-	-0-	-0-	-0-	-0-	-0-	-0-	-0-
4,320	4,500	2,900	2,900	2,900	3,740	3,740	4,840	4,840	4,840
-0-	-0-	150	150	150	150	150	150	150	150
66,057	\$74,698	\$64,583	\$68,105	\$69,245	\$71,620	\$75,220	\$75,220	\$75,220	\$75,220

III. EMPLOYMENT DETAIL

- A. Permanent Employments
- B. IDMO Funded Employments
- C. Grant Funded Employments
- D. Other Temporary Employments
- E. Full-Time Employees in Funded Positions
- F. Part-Time Employees in Funded Positions

[illegible]

BUDGET EXPLANATIONS

FISCAL YEAR

001	03126	48	00	00
FUND	FUND	DEPT	DIV	SEC
GROUP				

Commission on the Status of Women

DEPARTMENT, BOARD, OR COMMISSION

PREFACE

The Commission on the Status of Women has been one of your most resourceful agencies, as stipulated below.

Rental

Since our inception June, 1975 we were housed in rent free facilities at 50 Fell Street, at a minimal savings of \$33,000 for that period.

In June, 1978 we were forced to move. At that time we moved to 544 Golden Gate Avenue, with a rental fee of \$1200.00 per month.

We moved again on November 8, 1978 to our "permanent" facility at 170 Fell Street in a non-earthquake proof building with a rental fee of \$600.00 per month. A savings of \$7,000 per year.

Office Equipment

A total of 92% of our office equipment, including furniture has been donated or is on loan.

This has resulted in a savings of at least \$90,000 to the City.

Salary Savings

The Administrative Staff-Coordinator and Associate Coordinator received a Salary decrease in the amount of \$10,000 for fiscal year 1978-79.

A savings of \$10,000.00 to the City and County of San Francisco.

001 Regular Miscellaneous

This is a bare boned budget and the impact of not having a full time Associate Coordinator is not possible and would cause a reduction in CETA Personnel. Additionally, reduction of salaries for both positions were received last year.

002 Fees

The 83% and 88% increment would represent a damaging and significant cutback. We would need to cutback on community meetings if annual allotment is reduced. Such a reduction will clearly impair our effectiveness as an agency. The payment of fees for meetings at \$20.00 per meeting is just and hardly excessive. Commissioners spend substantial uncompensated time chairing committees, developing projects with staff and volunteers, outreach activities and attendance at administrative meetings. We request that you fund this item at the minimum of \$3,740.00.

003 Retirement

Retirement is mandatory by law and is computed on a percentage basis.

004 Social Security

Same as above.

005 Health Service

Same as above.

006 Unemployment Insurance

Same as above.

CITY & COUNTY OF SAN FRANCISCO
BUDGET EXPLANATIONS
FISCAL YEAR

Commission on the Status of Women

Department: Bureau on Communication

001	03126	48	00	00
FUND	FUND	DEPT	DIV	SEC
GROUP				

007 Unemployment Insurance - ADM

Unemployment Insurance is mandatory by law and is computed on a percentage basis.

008 Automobile Mileage

The fiscal confines of the 83% and 88% budget prohibits us from allocating an amount to this category under those budget percentages. However, there are two important reasons for allocating some resources under the subsequent categories. First, outreach activities require some transportation expense for our employees. Secondly, many of our employees are hired by CETA and are of low-income background. Particularly, given the economic circumstances our CETA workers and their moderate compensation, it is unfair for them to incur unreimbursed transportation cost.

009 Janitorial Services

Not applicable

010 Telephone

Like other city departments we face even increasing cost from the Telephone Company. Given that we are an advocacy agency and our ability to assist our clientele and to provide sound and up to date advice and data to other city departments on women's issues, being able to conduct business over the telephone is crucial to our existence. Under the base 1st and 2nd increments we will not be able to maintain our current level of service to the community and other departments because of telephone cost increases. Furthermore, increased outreach activities and operating with an escalated component of our allotted job positions we anticipate increased telephone usage. Finally, you should know that no position of this telephone usage. Finally, you should know that no portion of this telephone allotment represents an appreciable number of long distance telephone calls or similar luxuries, regarding telephone cost this is a survival budget.

Under our current phone allocation, we have had to ask callers to call us back as a cost saving device. Unless we receive a substantially increased telephone allocation, this practice, which is unhealthy for a public service agency will have to be continued.

011 Postage

First, we have faced a 14% increase in postal rates, while our 1978-'79 budget initially barely covered our needs. Our meeting participation by the community, outreach efforts, committee involvement and public education work is enhanced by adequate mailings only. The 95% and 100% funding levels, we believe will allow us to both meet postal costs and maintain an adequate level of mail communication.

012 Printing

We are renting a Xerox 660 which barely supports our xeroxing needs. This machine is the oldest and less productive in the Xerox line. Even though we are very frugal with our use of this machine, we constantly have a substantial average, due to our heavy community outreach program along with routine office work. The monthly rate is \$75.00 for copies reproduced from 1 - 1,970 pieces. From 1,971 - 7,500 per month per sheet is 0.0435/0.0444; for copies reproduced from 7,501 and up the cost is 0.0235/0.0444 additionally for 8 1/2" x 11" and 8 1/2" x 14".

We have obtained by donation a \$1000.00 electroscanner which transfer a typewriter copy to an electric stencil. This cost effective machine is used for regular Commission on the Status of Women minutes, committee minutes, flyers, community outreach and various other large jobs. Stencils are cut for materials requiring more than 20 copies. With inflationary cost and with our increased community outreach program the 3rd and 4th increments would be less fiscally confining.

CITY & COUNTY OF SAN FRANCISCO
BUDGET EXPLANATIONS
FISCAL YEAR

Commission on the Status of Women
Department, Board, or Commission

001	03126	48	00	00
FUND	FUND	DEPT	DIV	SEC
GROUP				

013 Office Machine Rental

Non-Applicable

014 Real Estate Service

Mandatory charge fixed by Real Estate Department for negotiation and preparation of lease legislation.

015 Other Contract Services

We presently have five (5) machines that requires servicing:

- 3 Electric Typewriters
- 1 Electric Scanner
- 1 Mimeograph Machine

Repair calls on the Gestetner cost \$12 per hour or any fraction of an hour. The service contract on 2 machines (Scanner and Mimeograph) cost \$290.00 per year. This includes four (4) regular service calls per year, and unlimited emergency calls. A service contract on Electric typewriter is \$189.00 per year and includes unlimited service, which totals \$479.00. Parts are not included. Since all of our machines are reconditioned, it is necessary to allow for inclusion of parts. The fourth level of funding would more adequately fill our maintenance needs.

016 Other Current Expenses

Not Applicable

017 Office Supplies

An increase in cost and usage is forcing us to request a minimum of 10% increase in the area of office supplies. Again community outreach dominates this line item. To help us be most effective, the third or fourth funding level is necessary.

018 Property Rent

Space rental of \$7,920.00 is fixed with a 10% included increase for janitorial, and utility raises.

BUREAU OF LIGHT, HEAT & POWER
DEPARTMENT, BOARD OR COMMISSION

*TOTAL LESS NON-BUDGETED REVENUES.

Page 1

PROGRAM OF FUNCTION	1978-79				1979-80					
	APPROVED	POS.	BASE	POS.	FIRST ADD-ON	POS.	SECOND ADD-ON	POS.	FINAL ADD-ON	POS.
A. Street Lighting	\$ 185,893	8	\$ 197,278	8	\$ 197,278	8	\$ 197,278	8	\$ 197,278	8
B. Billing	45,258	3	45,052	3	45,052	3	45,052	3	45,052	3
C.										
D.										
E.										
F.										
G. Administration										
H. Unallocated Costs	12,617,045		11,000,938		11,183,749		11,329,998		16,808,069	
I. Equip/Cap. Outlay										
GROSS BUDGET*	\$12,848,196	11	\$11,243,268	11	\$11,426,079	11	\$11,572,328	11	\$17,050,399	11
REVENUE										
Ad Valorem	\$ 4,405,086		\$ 3,644,469		\$ 3,827,280		\$ 3,973,529		\$ 5,364,880	
State Subventions										
State Grants										
Fees and Charges										
Other Revenues	8,443,110		7,598,799		7,598,799		7,598,799		11,685,519	
TOTAL REVENUE	\$12,848,196		\$11,243,268		\$11,426,079		\$11,572,328		\$17,050,399	
EXPENDITURE DETAIL										
A. Permanent Salaries	\$ 172,794		\$ 184,493		\$ 184,493		\$ 184,493		\$ 184,493	
B. Other Personnel Costs	1,291		1,291		1,291		1,291		1,291	
C. Mandatory Fringe Benefits	54,959		54,189		54,189		54,189		54,189	
D. Direct Service Contracts	-0-		-0-		-0-		-0-		-0-	
E. Operating Expense	12,619,002		11,003,295		11,186,106		11,332,355		16,810,426	
F. Equip/Cap. Outlay	150		-0-		-0-		-0-		-0-	
GROSS BUDGET*	\$12,848,196		\$12,243,268		\$11,426,079		\$11,572,328		\$17,050,379	
G. Less Salary Savings										
H. ACTUAL BUDGET	\$12,848,196		\$12,243,268		\$11,426,079		\$11,572,328		\$17,050,399	
I. Permanent Employments	11		11		11		11		11	
J. IDMO Employments	-0-		-0-		-0-		-0-		-0-	
K. Grant Funded Empl.	-0-		-0-		-0-		-0-		-0-	
L. Other Employments	-0-		-0-		-0-		-0-		-0-	

Page 2

1315

WORK PROGRAM DETAIL

 hg 00 00 03-101
 DEPT. DIV. SECTION FUND

 PUBLIC UTILITIES COMMISSION - BUREAU OF LIGHT, HEAT & POWER
 DEPARTMENT, BOARD OR COMMISSION

1315

Name of Program or Function Street Lighting

Identification from Summary A

Program Description:

 Maintenance and repair of City-owned street lighting facilities,
 administration of a contract with the Pacific Gas & Electric Co. for
 the service of their installations and review of plans of new street
 lighting construction for the Public Utilities Commission.

Program Outputs:

Unit	
A. City Owned Street Lights	
B. P. G. & E. Owned Street Lights	
C. Jointly Owned Street Lights	
D. _____	
E. _____	

II. EXPENDITURE DETAIL

A. Permanent Salaries	
B. Other Personnel Costs	
C. Mandatory Fringe Benefits	
D. Direct Service Contracts	
E. Operating Expenses	
F. Facilities Maintenance	
G. Equipment & Cap. Outlay	
H. _____	
I. _____	
J. TOTAL REQUESTED FOR THIS FUNCTION	

III. EMPLOYMENT DETAIL

A. Permanent Employments	
B. IDMO Funded Employments	
C. Grant Funded Employments	
D. Other Temporary Employments	
E. Full-Time Employees in	
Funded Positions	
F. Part-Time Employees in	
Funded Positions	
TOTAL	

1977-78	1978-79	1979-80	1979-80
Actual	Estimated	Base	First Second Third Add-on Add-on Add-on

16,603	16,750	16,900	16,900	16,900	16,900	16,900
20,255	20,200	20,150	20,150	20,150	20,150	20,150
686	650	615	615	615	615	615

\$ 100,930	\$ 138,400	\$ 150,236	\$ 150,236	\$ 150,236	\$ 150,236	\$ 150,236
706	1,291	1,291	1,291	1,291	1,291	1,291
26,196	44,703	44,127	44,127	44,127	44,127	44,127
1,456	1,349	1,624	1,624	1,624	1,624	1,624
-0-	-0-	-0-	-0-	-0-	-0-	-0-
-0-	150	-0-	-0-	-0-	-0-	-0-
\$ 129,288	\$ 185,093	\$ 197,278	\$ 197,278	\$ 197,278	\$ 197,278	\$ 197,278

1977-78	1978-79	1979-80
Approved	Approved	Requested

8	8	8	8	8	8	8
-0-	-0-	-0-	-0-	-0-	-0-	-0-
-0-	-0-	-0-	-0-	-0-	-0-	-0-
8	8	8	8	8	8	8
-0-	-0-	-0-	-0-	-0-	-0-	-0-
8	8	8	8	8	8	8
-0-	-0-	-0-	-0-	-0-	-0-	-0-
8	8	8	8	8	8	8

PUBLIC UTILITIES COMMISSION - BUREAU OF LIGHT, HEAT & POWER
DEPARTMENT, BOARD OR COMMISSION

WORK PROGRAM DETAIL

Name of Program or Function Billing Identification from Summary .B

Program Description:

The calculation, recodation and preparation of charges for the electrical energy and certification of billing for gas and steam supplied by the P. G. & E. Co. is one function of the Bureau. The Bureau also provides assistance to the municipal departments in determining the anticipated energy costs for budgetary purposes, and alerts them if budgeted funds are about to be exceeded.

Program Outputs:

Unit	
A. Number of Accounts	
B.	
C.	
D.	
E.	

II. EXPENDITURE DETAIL

- A. Permanent Salaries
- B. Other Personnel Costs
- C. Mandatory Fringe Benefits
- D. Direct Service Contracts
- E. Operating Expenses
- F. Facilities Maintenance
- G. Equipment & Cap. Outlay
- H.
- I.

J. TOTAL REQUESTED FOR THIS FUNCTION

III. EMPLOYMENT DETAIL

- A. Permanent Employments
- B. IDMO Funded Employments
- C. Grant Funded Employments
- D. Other Temporary Employments
- E. Full-Time Employees in Funded Positions
- F. Part-Time Employees in Funded Positions

TOTAL

	1977-78 Actual	1978-79 Estimated	Base	First Add-on	Second Add-on	Final Add-on
	1,683	1,685	1,690	1,690	1,690	1,690
	\$34,850	\$34,394	\$34,257	\$34,257	\$34,257	\$34,257
	8,983	10,256	10,062	10,062	10,062	10,062
	658	608	733	733	733	733
	-0-	-0-	-0-	-0-	-0-	-0-
	-0-	-0-	-0-	-0-	-0-	-0-
	\$44,491	\$45,258	\$45,052	\$45,052	\$45,052	\$45,052
	1977-78 Approved	1978-79 Approved			1979-80 Requested	
	3	3	3	3	3	3
	-0-	-0-	-0-	-0-	-0-	-0-
	-0-	-0-	-0-	-0-	-0-	-0-
	3	3	3	3	3	3
	-0-	-0-	-0-	-0-	-0-	-0-
	3	3	3	3	3	3

1317

10 00 00-101
DEPT. DIV. SECTION FUND
WORK PROGRAM DETAIL

PUBLIC UTILITIES COMMISSION-BUREAU OF LIGHT, HEAT & POWER
DEPARTMENT, BOARD OR COMMISSION

1317

Name of Program or Function Unallocated Costs

Program Description:

Power for Resale and Services of Other Departments

Identification from Summary R

1977-78 Actual	1978-79 Estimated	Base	First Add-on	1979-80 Second Add-on	Final Add-on

Program Outputs:

Unit

A. Rooms
B.
C.
D.
E.

II. EXPENDITURE DETAIL

A. Permanent Salaries	\$14,885,992	\$12,617,045	\$11,000,938	\$11,183,749	\$11,329,998	\$16,808,069
B. Other Personnel Costs						
C. Mandatory Fringe Benefits						
D. Direct Service Contracts						
E. Operating Expenses						
F. Facilities Maintenance						
G. Equipment & Cap. Outlay						
H.						
I.						
J. TOTAL REQUESTED FOR THIS FUNCTION	\$14,885,992	\$12,617,045	\$11,000,938	\$11,183,749	\$11,329,998	\$16,808,069

III. EMPLOYMENT DETAIL

A. Permanent Employments
B. IDMO Funded Employments
C. Grant Funded Employments
D. Other Temporary Employments
E. Full-time Employees in
Funded Positions
F. Part-time Employees in
Funded Positions
TOTAL

1977-78
Approved

1978-79
Approved

1979-80
Requested

--	--	--	--	--	--

FUND 4880

08 FUND GROUP
101 FUND
10 DEPT
00 DIV
00 SEC

PUBLIC UTILITIES COMMISSION-BUREAU OF LIGHT, HEAT & POWER
Department, Bureau, or Commission

The format of the budget conforms to the guidelines established by the Mayor's Budget Division insofar as practicable. Because the ratio of personal services to the total expenditures is so small, the anticipated total expenditure for full service is adjusted through various levels to the base budget by reductions in "Power for Heating" composed primarily of two elements:

1. Street Lighting Services
2. Electrical Power and Gas consumed by City Departments.

Obviously, the only way the reductions can be made in street lighting services is by eliminating street lights. Such reduction would undoubtedly result in strong expressions of public disapproval.

It must be apparent, also, that reductions in electrical power and gas consumed by the various City Departments is beyond the ability of this Bureau to control. Our success in keeping expenditures down in this area depends upon the ability of the various operating departments of the City government to reduce their consumption of electrical power and gas.

CITY & COUNTY OF SAN FRANCISCO

BUDGET EXPLANATIONS

FISCAL YEAR
1979-80

PUBLIC UTILITIES COMMISSION - BUREAU OF LIGHT, HEAT,

Department, Board, or Commission

AND POWER

08	101	149	00	00
FUND	FUND	DEPT	DIV	SEC
GROUP				

This budget is prepared in accordance with guidelines established in the Mayor's instruction dated September 19, 1978 concerning budget preparations for fiscal year 1979-1980.

The 1979-80 Base Budget for the Bureau of Light, Heat & Power consists of the following: 1) Interdepartmental Expense Recovery (including Special Gas Tax Street Improvement Fund Construction - Select System) - 90% of 1978-79 Budget levels, 2) Receipts from the Unified School District - 90% of 1978-79 Budget levels, and 3) Contribution from General Government (Ad Valorem Taxes) - 83% of 1978-79 Budget levels.

The first add-on budget increases the level of support from Ad-Valorem sources to 88% of 1978-79 funding levels while receipts from the other sources remain at the 90% level.

The second add-on budget increases the level of support from Ad-Valorem sources to 92% of 1978-79 funding while receipts from other sources remain at the 90% level.

The third add-on budget increases the support from Ad-Valorem sources to 95% of the 1978-79 funding level while receipts from other sources remain at the 90% level.

The final add-on budget reflects actual requirements for Light, Heat and Power for all City Departments. There is a decrease in the need for Ad-Valorem support at this level as revenue from the Special Gas Tax Street Improvement Fund is anticipated at 100% of 1978-79 support rather than at the 90% level as depicted in the other spending levels.

101 - PERMANENT SALARIES - MISCELLANEOUS \$184,493

Adjustment of salaries in accordance with provisions of the Annual Standardization Ordinance.

102 - OVERTIME - \$717

The Street Lighting Inspector is occasionally required to work an extended day or on week-ends to direct the maintenance crew when making repair of an urgent nature. The Inspector is also required to patrol lighting systems at night when there is a question of operation. It is anticipated that he will be required to work approximately 40 hours overtime during the 1979-1980 fiscal year.

Inspector: 40 hours @ \$17.92/hr. = \$717

103 - HOLIDAY PAY - \$574

Columbus Day, Veterans' Day and Lincoln's Birthday and Admission Day are celebrated by City miscellaneous employees but are not recognized by the electricians' union. The services of the Inspector are required on these days to direct the work of the maintenance crews.

Inspector: 4 days @ \$143.40/day = \$574

104 - RETIREMENT - \$35,217

	OLD	NEW	TOTAL
Permanent Salaries	\$148,359	\$36,134	\$184,493
Overtime	717	-0-	717
Holiday Pay	574	-0-	574
	\$149,650	\$36,134	\$185,784
Rate	20.054	14.78	--

105 - SOCIAL SECURITY - \$9,446

Total Employees - All members of Social Security - 11
Social Security per year - average \$ 858.75

\$9,446.00

CITY & COUNTY OF SAN FRANCISCO

BUDGET EXPLANATIONS

FISCAL YEAR

PUBLIC UTILITIES COMMISSION-BUREAU OF LIGHT, HEAT & POWER 1979-90

Document: B0001 on Controller

106 - HEALTH SERVICE - MATCHING - \$4,983

Total Permanent Employees 11

Less: Exempt and Excluded 0

Net TOTAL Permanent Employees 11

Total Temporary Employees 0

TOTAL Employees to be Funded 11

Mandatory Amount Required

\$4,983

9443.68 x 11

107 - HEALTH SERVICE - SUBSIDY - \$3,460

Bureau of Light, Heat and Power's share of the retired subsidy as per request from the Health Service System dated December 6, 1978.

108 - HEALTH SERVICE - ADMINISTRATIVE - \$322

Bureau of Light, Heat and Power's share of the administrative cost of the Health Service as per request from the Health Service System dated December 6, 1978.

109) - UNEMPLOYMENT INSURANCE - \$760

110)

	Unemployment Insurance	Unempl. Ins. Adm. No. of Emp.
Permanent Salaries	\$184,493	11
Overtime	717	--
Holiday Pay	574	--
Total Salaries + Positions subject to Unempl. Insurance	\$185,784	11
Rate	0.4%	\$ 2
Total Request	\$ 738	\$22

111 - LOCAL FIELD EXPENSE - \$110

This item is required for bus fare and parking expenses. The requested increase is based on experience.

112 - OUTSIDE AUTO MAINTENANCE - \$100

Estimated cost of repairs to the Bureau's vehicle.

113 - OFFICE EQUIPMENT MAINTENANCE - \$150

Estimated cost of maintenance service agreement for Bureau of Light, Heat and Power office equipment under Purchaser's contract.

114 - TELEPHONE - \$650

Estimated cost of telephone service for the Bureau. No additions or changes to the current system are anticipated.

115 - PRINTING - \$500

Estimated cost of printing, advertising and blue-printing for the 1979-1980 fiscal year. This item was inadvertently transferred to Services/Other Departments by the FAMS team. It should have remained in other current services.

116 - OTHER CONTRACTUAL SERVICES - \$-0-

Services of Purchasing's Reproduction Bureau. This service is no longer used by the Bureau.

117 - OFFICE SUPPLIES - \$500

118 - TECHNICAL SUPPLIES - \$50

119 - ELECTRICAL - \$75

Estimated cost of supplies used by the Bureau.

120 - AUTO INSURANCE - \$222

Estimated premium for auto insurance for the Bureau's vehicle.

BUDGET EXPLANATIONS

FISCAL YEAR

1979-80

PUBLIC UTILITIES COMMISSION-BUREAU OF LIGHT, HEAT & POWER

DEPARTMENT, BOARD, OR COMMISSION

08	101	49	00	00
FUND	FUND	DEPT	DIV	SEC
GROUP				

121 - POWER FOR RESALE - Base - \$10,988,262First Add-on - \$1,171,073Second Add-on - \$1,317,322Third Add-on - \$1,427,459Final Add-on - \$16,793,984Base - \$10,988,262

This budget level will enable the Bureau to furnish amounts of gas and electricity that can be purchased at 83% of current funding levels for Public Street Lighting and for General Fund Departments and at 90% of current funding levels for all other City Departments.

First Add-on - \$11,171,073

This budget level increases the amount of power that can be purchased to 88% of current funding levels for Public Street Lighting and for General Fund Departments. Power purchased for other departments would remain at the 90% level.

Second Add-on - \$11,317,322

This budget level increases the amount of power that can be purchased to 92% of current funding levels for Public Street Lighting and for General Fund Departments while power purchased for other departments would remain at the 90% level.

Third Add-on - \$11,427,459

This level increases power purchases to 95% of current funding levels for Public Street Lighting and for General Fund Departments while power purchased for other departments would remain at the 90% level.

Final Add-on - \$16,793,984

This level increases power purchases to estimated amounts required for all City Departments and for all Street Lighting purposes. Billings by HMRW to the Airport, San Francisco Water Department and the Unified School District account for the major portion of this increase.

122 - PUC - EDP - BASE - \$12,676Final Add-on - \$14,085

Provision for the Bureau's share of operating the PUC - Data Processing Center. The base request represents 90% of the 1978-1979 budget funding level in accordance with the Mayor's instructions concerning budgeting of interdepartmental costs.

The final add-on budget amount represents the funding level required by the Data Processing Center to perform necessary services as requested by the Bureau of Light, Heat & Power.

123 - PRINTING AND REPRODUCTION - CITY - \$-0-

This item was erroneously transferred from other Current Services by FAMS team. This cost is being transferred to Other Current Services.

WORK PROGRAM SUMMARY

CALIFORNIA ACADEMY OF SCIENCES

1978-79

1979-80

PROGRAM OF FUNCTION	APPROVED	POS.	BASE	POS.	FIRST ADD-ON	POS.	SECOND ADD-ON	POS.	THIRD ADD-ON
A. Steinhart Aquarium	295,880	6	311,397	6	334,582	6	336,913	6	336,913
B. Building Maintenance and Operation	389,241	10	350,317	11	370,779	11	380,333	11	392,010
C. Shared Costs	257,368		148,571		142,608		160,870		171,803
D.									
E.									
F.									
G. Administration									
H. Unallocated Costs									
I. Equip/Cap. Outlay									
GROSS BUDGET*	942,489	16	810,285	17	847,969	17	878,116	17	900,726

REVENUE

Ad Valorem	942,489	810,285	847,969	878,116	900,726
State Subventions					
State Grants					
Fees and Charges					
Other Revenues					
TOTAL REVENUE					

EXPENDITURE DETAIL

A. Permanent Salaries	311,141	295,677	295,677	295,677	295,677
B. Other Personnel Costs	24,450	17,900	18,900	23,000	23,000
C. Mandatory Fringe Benefits	84,008	85,055	85,055	85,055	85,055
D. Direct Service Contracts Janitorial	28,874	22,209	35,671	41,456	48,133
E. Operating Expense Facilities Maint.	454,016	359,444	377,666	395,928	408,861
F. Equip/Cap. Outlay	40,000	30,000	35,000	37,000	40,000
GROSS BUDGET*	942,489	810,285	847,969	878,116	900,726
G. Less Salary Savings					
H. ACTUAL BUDGET					
I. Permanent Employments	16	17	17	17	17
J. IDMO Employments	0	0	0	0	0
K. Grant Funded Empl. (CETA)	22	15	15	15	15
L. Other Employments (Perm. Serv. Contracts)	19	11	11	18	18

*TOTAL LESS NON-BUDGETED REVENUES.

1323

CALIFORNIA ACADEMY OF SCIENCES

WORK PROGRAM DETAIL

Name of Program or Function Steinhart Aquarium60 00 000
DEPT. DIV. SECTION FUNDCALIFORNIA ACADEMY OF SCIENCES
DEPARTMENT, BOARD OR COMMISSION

1323

Identification from Summary A

Program Description:

Professional staff (both Civil Service and Personal Services Contract employees) and maintenance supplies and equipment funds to provide the necessary Aquatic Biology services for the Aquarium. Maintains a display of live aquatic animals, reptiles and amphibians, which is open to the public 365 days/year.

1977-78 Actual	1978-79 Estimated	Base	1979-80	
			First Add-on	Second Add-on
				Third Add-on

Program Outputs:

Unit	
A. Number of visitors	
B. Number of tanks maintained	
C. Number of animals	
D. Number of new exhibits	
E.	

1,718,827	1,550,000	1,750,000	1,750,000	1,750,000
404	404	405	405	405
11,000	11,500	11,500	11,500	

II. EXPENDITURE DETAIL

A. Permanent Salaries	
B. Other Personnel Costs	
C. Mandatory Fringe Benefits	
D. Direct Service Contracts	
E. Operating Expenses	
F. Facilities Maintenance	
G. Equipment & Cap. Outlay	
H. Personal Services Contracts	
I.	
J. TOTAL REQUESTED FOR THIS FUNCTION	

85,202	85,728	85,728	85,728	85,728
3,250	1,369	1,369	3,700	3,700
21,625	23,304	23,227	23,227	23,227
65,685	74,000	56,815	80,000	80,000
113,746	112,848	144,258	144,258	144,258
\$ 289,508	\$ 295,880	\$ 311,397	\$ 334,582	\$ 336,913

III. EMPLOYMENT DETAIL

A. Permanent Employment	
B. IDMO Funded Employment	
C. Grant Funded Employment	
D. Other Temporary Employment	
E. Full-Time Employees in Personal Services Contracts	
F. Part-Time Employees in Funded Positions	
TOTAL	

1977-78 Approved	1978-79 Approved	1979-80 Requested		
6	6	6	6	6
5	1	1	1	1
8	8	8	8	8
19	15	15	15	15

CALIFORNIA ACADEMY OF SCIENCES
 DEPARTMENT, BOARD OR COMMISSION

Name of Program or Function Building Maintenance and Operations

Program Description:

Sight Civil Services Engineers, one Painter and two Museum Guards provide maintenance and protection of Steinhart Aquarium and the other buildings in the California Academy of Sciences' complex. This program includes funds for a janitorial contract by private contractor. The Academy is open 365 days each year and engineering and security require round-the-clock staffing.

Program Outputs:

	Unit
A. Number of visitors	
B. Square feet of building floor space	
C. Electrical and mechanical equipment (number of items)	
D.	
E.	

II. EXPENDITURE DETAIL

A. Permanent Salaries	225,413	209,949	209,949	209,949
B. Other Personnel Costs	21,216	16,531	17,531	19,300
C. Mandatory Fringe Benefits	73,891	60,704	61,828	61,828
D. Direct Service Contracts - Janitorial Contract	-0-	22,209	35,671	41,456
E. Operating Expenses	85,033	9,800	10,800	12,800
F. Facilities Maintenance	36,576	40,000	35,000	37,000
G. Equipment & Cap. Outlay				
H.				
I.				
J. TOTAL REQUESTED FOR THIS FUNCTION	\$ 507,828	\$ 389,241	\$ 370,779	\$ 380,333
				\$ 392,010

III. EMPLOYMENT DETAIL

A. Permanent Employments	11	10	11	11
B. IDMO Funded Employments				
C. Grant Funded Employments - C.E.T.A.	9	16	9	9
D. Other Funded Employments				
E. Full-Time Employees in Funded Positions	0	0	0	0
F. Part-Time Employees in Funded Positions				
TOTAL	20	26	20	20

Identification From Summary

	1977-78 Actual	1978-79 Estimated	1979-80 First Add-on	1979-80 Second Add-on	1979-80 Third Add-on
--	----------------	-------------------	----------------------	-----------------------	----------------------

	1,718,827	1,550,000	1,750,000	1,750,000	1,750,000
	349,693	349,693	349,693	349,693	349,693
	450	500	525	525	525

	291,112	225,413	209,949	209,949	209,949
	21,216	24,450	16,531	17,531	19,300
	73,891	60,704	61,828	61,828	61,828
	-0-	28,874	35,671	41,456	48,133
	85,033	9,800	10,800	10,800	12,800

	36,576	40,000	35,000	37,000	40,000
	\$ 507,828	\$ 389,241	\$ 370,779	\$ 380,333	\$ 392,010

	1977-78 Approved	1978-79 Approved	1979-80 Requested
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	11	10	11	11
	9	16	9	9
	0	0	0	0
	20	26	20	20

60 00 000 01-001
 DEPT. DIV. SECTION FUND
 CALIFORNIA ACADEMY OF SCIENCES
 WORK PROGRAM DETAIL

CALIFORNIA ACADEMY OF SCIENCES
 DEPARTMENT, BOARD OR COMMISSION

Name of Program or Function Shared Costs - Administrative Services

Program Description:

Administrative support services, including pre-rated
 telephone utilities, office supplies, postage, insurance
 and personal service contract employees' fringe benefits.
 Additional add-on funds would help underwrite exhibits
 and educational (Junior Academy) programs.

Identification from Summary C

Program Outputs:

Unit	
A. Number of visitors	
B.	
C.	
D.	
E.	

1,718,827 1,550,000 1,750,000 1,750,000 1,750,000

II. EXPENDITURE DETAIL

A. Permanent Salaries					
B. Other Personnel Costs					
C. Mandatory Fringe Benefits					
D. Direct Service Contracts					
E. Operating Expenses	71,102	127,135	117,499	111,536	96,710 102,643
F. Facilities Maintenance					
G. Equipment & Cap. Outlay	147,470	130,233	31,072	31,072	64,160 69,160
H. Personal Service Contracts					
I.					
J. TOTAL REQUESTED FOR THIS FUNCTION	\$ 218,572	\$ 257,368	\$ 148,571	\$ 142,608	\$ 160,870 \$ 171,803

III. EMPLOYMENT DETAIL

A. Permanent Employments	0	0	0	0	0
B. IDMO Funded Employments					
C. Grant Funded Employments (CETA)	5	5	5	5	5
D. Other Temporary Employments					
E. Full-Time Employees in	7	7	0	0	0
F. Funded Positions Personnel Service Contract Employees					
Part-Time Employees in	4	4	3	3	10 10
Funded Positions - Personal Service Employees					
TOTAL	16	16	8	8	15 15

CITY & COUNTY OF SAN FRANCISCO
BUDGET EXPLANATIONS
FISCAL YEAR

CALIFORNIA ACADEMY OF SCIENCES

DEPARTMENT BOARD OF COMMISSIONERS

California Academy of Sciences—Line Item Explanations

Ref. #001—Regular Miscellaneous Employees:

The California Academy of Sciences anticipates full current staffing of 8 Miscellaneous Employees at the base budget level and each increment as follows:

2-3506 Aquarists @ \$14 BW	= \$ 26,831
1-3508 Aquarist @ 491 x 17.5	= 13,013
1-3508 Aquarist @ 514 x 8.6	= 14,616
1-3508 Sr. Aquarist @ 514 x 8.6	= 14,616
1-3512 Aquar. Exhibit Prep @ 578 BW	= 16,182
2-8226 Museum Guards @ 473 BW	= 24,691

Total Misc.

= \$110,419

No salary savings at any increment level is anticipated.

Ref. #002—Regular Craft Employees:

The California Academy of Sciences anticipates full current staffing of 8 craft employees plus an additional 7334-Stationary Engineer at the base budget level and each increment as follows:

1-7205 Chief Stat. Engineer @ 920 BW	= \$ 24,012
5-7334 Stationary Engineer @ 738 BW	= 96,309
1-NM 7334 Stat. Engineer @ 738 BW	= 19,262
1-7335 Sr. Stat. Engineer @ 830 BW	= 21,663
1-7346 Painter @ 920 BW	= 24,012

Total Craft

= \$185,258

No salary savings at any increment level is anticipated.

In January, 1979, the Civil Services Commission approved the downgrading of a Welding and Grounds Maintenance Superintendent position to 7205-Chief Stat. Engineer. This position was subsequently refilled at the Chief's level and is in the budget as this classification.

During fiscal year 1978-1979 budget deliberations, a vacant 7334-Stationary Engineer position was deleted in the Academy's budget. A Request for Supplemental Appropriation to refund this critical engineering position was being worked by the Board of Supervisors. Justification for reauthorizing this position follows:

The California Academy of Sciences, which includes Steinhart Aquarium, has a large and complex physical plant which requires a 24-hour, 365 day engineering crew. Since 1970, three major buildings have been added to the complex, without any increase in the engineering staff. In fact, an unfilled

7334-Stationary Engineer position at the Academy was lost during the fiscal year 1978-1979 budget process merely because it was vacant for two crucial years. The Academy's physical plant has continued to grow and has been significant and is resulting in added costs to this City-owned building because of the lack of an on-going maintenance program. In addition, the remaining staff is shouldering the burden of this lost position by working 6 and 7 day weeks in some cases. Steinhart Aquarium requires extraordinary attention because of the corrosive marine atmosphere and safety considerations of the exhibits. The Academy has been unable to find a replacement for the reasons for refilling this job were cited in an energy assessment survey performed in 1978 by Interactive Resources, Inc. before the loss of this defunded position when they recommended, "probably the most cost-effective strategy is to hire another maintenance person. This could save 10% of the Academy's total energy use."

Ref. #003—Overtime Permanent Miscellaneous Employees

At the base level and first increment, provides \$400 in overtime for the Civil Service Aquarists and Museum Guards (time and one-half):

3 Aquarists @ \$9.64/hr; est. 7 hours each	= \$200
1 Exhibit Preparator @ \$11.63/hr; est. 4 hours	= 50
2 Museum Guards @ \$8.87/hr; est. 9 hours each	= 150

Total

\$400

At the third and fourth increments, provides \$500 in overtime to be allocated as follows:

3 Aquarists @ \$9.64/hr; est. 10 hours each	= \$200
1 Sr. Aquarist @ \$10.50/hr; est. 5 hours	= 50
1 Aquar. Exhibit Preparator @ \$11.63/hr; est. 4 hours	= 50
2 Museum Guards @ \$8.87/hr; est. 11 hours each	= 200

Total

\$500

Ref. #004—Overtime Craft Employees

The Academy is open every day of the year. The engineering staff, responsible for the around-the-clock functioning of Steinhart Aquarium's systems and other Academy scientific equipment, must be scheduled with day, evening and on-call shifts. The Academy has 4-5 technicians with the other non performing scheduled engineering maintenance. When scheduled maintenance or engineering breakdowns occur, the maintenance or day engineers have to stay on after the shift ends in order to complete repairs and make sure all systems are operational.

The base budget provides \$1,000 in time and one-half overtime funds for the engineering staff as follows:

Stationary Engineers @ \$13.84/hr; est. 144 hours	= \$2,000
Senior Stationary Engineers @ \$15.56/hr; est. 32 hours	= 500
Chief Stationary Engineers @ \$17.25/hr; est. 29 hours	= 500

Total

= \$3,000

The first increment provides \$3,500; the additional \$500 would provide an additional 36 hours overtime for the six Stationary Engineers.

The third and fourth increments would provide \$4,000 in overtime as follows:

6 Stationary Engineers @ \$13.84/hr; est. 195 hours = \$2,700
1 Senior Stationary Engineer @ \$15.56/hr; est. 43 hours = 675
1 Chief Stationary Engineer @ \$17.25/hr; est. 36 hours = 625

Total = \$4,000

Ref. #005--Holiday Pay, Miscellaneous Employees

The Academy is open seven days a week, 365 days a year with holidays the heaviest attendance days. A normal engineering, guard and aquarist staff must be maintained. The aquarists are required to service and feed the Aquarium animals and tank displays as a daily routine.

The base and first increment amount of \$2,000 would allow for the following miscellaneous employee staffing working for time and one-half on the eleven legal holidays:

1-8226 Museum Guard @ \$71/day x 11 holidays = \$ 781
2-3506 Aquarists @ \$77/day x 2 holidays = 308
1-3508 Senior Aquarist @ \$84/day x 2 holidays = 168

Total = \$1,950

The third and fourth increments provide an additional \$500 in holiday pay which would allow an additional Museum Guard to work on the seven busiest holidays:

2-8226 Museum Guard @ \$71/day x 7 holidays = \$ 984
1-8226 Museum Guard @ \$71/day x 4 holidays = 284
2-3506 Aquarists @ \$77/day x 2 holidays = 308
1-3508 Senior Aquarist @ \$84/day x 2 holidays = 168

Total = \$2,447

Ref. #006--Holiday Pay, Craft Employees

The engineering staff must keep the Aquarium water systems and other Academy mechanical systems in top running order around the clock, 365 days each year.

The base and first increment amount of \$5,000 for Craft Holiday pay at time and one-half would allow for the following minimal coverage:

2 Stat. Eng. @ \$110.70/day (reg. shift) x 9 holidays = \$1,993
2 Stat. Eng. @ \$117.62/day (premium shift) x 11 holidays = 2,588
1 Sr. Stat. Eng. @ \$124.50/day (reg. shift) x 4 holidays = 498

Total = \$5,079

The third and fourth increments provide an additional \$1,000 and would allow for the following optional staffing pattern:

2 Stat. Eng. @ \$110.70/day (reg. shift) x 11 holidays = \$2,435
2 Stat. Eng. @ \$117.62/day (premium shift) x 11 holidays = 2,588
1 Sr. Stat. Eng. @ \$124.50/day (reg. shift) x 8 holidays = 996

Total = \$6,019

Ref. #007--Regular Temporary Salaries (Miscellaneous and Craft)

Temporary salary funds are requested for scheduled vacation and sick leave replacement.

The base budget provides \$7,500 in temporary salaries to be used for vacation replacement only of two Museum Guards and some of the engineering staff:

Vacation Replacement	Pay Rate	Weeks	Amount
2-8226 Museum Guards	\$71	4	\$ 948
2-7324 (reg. shift)	738	6	2,114
2-7324 Stat. Eng. (prem. shift)	784	11	4,212

Total = \$7,274

The second increment provides an additional \$500 which would be used for sick leave replacement of any long-term ailing Stationary Engineers at a daily rate of \$73.80 or 7 days of sickleave.

The third and fourth increments provide \$10,000. The additional \$2,500 would provide for the above noted engineers and guards:

Subtotal for second increment = \$8,000
3-3506 Aquarists @ \$257 BW x 8 weeks = 2,052
Total = \$10,056

CALIFORNIA ACADEMY OF SCIENCES

Department: Science, Life Sciences

CITY & COUNTY OF SAN FRANCISCO
BUDGET EXPLANATIONS

FISCAL YEAR

FID

INDEX

05

Ref. #008—City Retirement System Contribution

Total Permanent Salaries

minus 1-7134 Stat. Eng. @ Prop. 1 Rate:

Subtotal

plus 1-7134 Stat. Eng. (19,262 x 14.70%)

Total

Ref. #009—Social Security Contributions

Class #	No. Emp.	Total	Average Salary	Annual	Sent-Ann	Soc. Sec. Reques.	7/1-12/31	1/1-6/30	Total
3506	3	39,844	13,281	6,641	1,221	1,221	1,221	1,221	2,442
3508	1	14,616	14,616	7,308	448	448	448	448	896
3512	1	13,186	13,186	6,593	496	496	496	496	992
3516	1	13,186	13,186	6,593	496	496	496	496	992
8226	2	26,691	12,345	6,173	757	757	757	757	1,514
7334	6	115,571	19,262	9,631	3,542	3,542	3,542	3,542	7,084
7335	1	24,012	24,012	12,006	668	668	668	668	1,336
7335	1	21,663	21,663	10,831	664	664	664	664	1,328
7346	1	24,012	24,012	12,006	668	668	668	668	1,336
Total									\$17,989

Ref. #010—Health Service System Contribution

17 Permanent Employees x \$36.99/month x 12 months

= \$7,546

Ref. #011—Unemployment Insurance

Total Payroll = \$295,677

Unemployment Rate

x .4%

\$ 1,183

Ref. #012—Unemployment Insurance Administrative Costs

Permanent Employees = 17

Admin. Cost Rate @ \$2.00 x 2

\$34

Ref. #013—Professional and Special Services

Summary	Base	1st Incr.	2nd Incr.	3rd Incr.
Aquarium—Personal Services	144,238	144,238	144,238	144,238
Materials & Supplies	56,815	80,000	80,000	80,000
Bldg. Maint. & Operations	9,800	10,800	10,800	12,800
Materials & Equipment	22,209	35,671	41,456	48,133
Janitorial Contract				
Administ.—Personal Services	31,072	31,072	64,160	69,160
Shared Costs	116,549	110,586	96,710	102,663
Totals	380,703	412,387	436,184	455,744

Personal Service Contracts would provide funds to support the following positions at the Base Level:

Position	City Contract Funds
Director of the Aquarium	\$ 36,380
Asst. Supt. of Aquarium	25,960
Aquatic Biologist	13,195
Aquatic Biologist I	12,613
Aquatic Biologist II	16,978
Aquatic Biologist II (3/5 time)	7,735
Ichthyological Secretary	12,712
Subtotal	\$144,258
Exec. Director of the Academy (1/3 time)	\$ 10,914
Director of Research (1/2 time)	9,732
Business Manager (1/2 time)	5,885
202 Admin. Salaries for Pringles	4,541
Subtotal	31,072
Total	\$175,330

The second increment would include the above plus \$33,088 for one-third the cost of contract employees in the Exhibits Department as follows:

Chairman, Exhibits Department	\$ 21,520
Coordinator	12,000
Assoc. Curator (1/2 time)	13,000
Asst. Curator, Exhibits	18,000
Senior Assistant, Exhibits	14,744
2 Assistants @ \$10,000 each	20,000
	\$ 99,264 x 1/3 = \$33,088

CITY & COUNTY OF SAN FRANCISCO
BUDGET EXPLANATIONS
FISCAL YEAR

The final increment would allow an additional \$5,000 which represents one-third of the cost of a contract for the Exhibits Department. Designer-Artist

Materials and Supplies

The major item in the Aquarium supply budget is animal food estimated at \$45,000. Exhibit construction material for aquarium displays will cost an additional \$8,000. All other aquarium supplies and equipment is included in the \$80,000 request.

Major items in the Building Maintenance budget include, light bulbs and other electrical supplies, pumps and replacement parts, tools, etc

Janitorial Contract

Total cost of the contract is expected to be \$96,000 or \$8,000 per month. The Academy will be sharing the cost of the contract with the City.

Shared Costs

	1/3 Pro	1st Add	2nd Add	3rd Add	4th Add
	Total	Net	Net	Net	Net
Utilities	22,500	2,500	2,500	2,500	2,500
Professional Services	6,000	4,000	4,000	4,000	4,000
Insurance (incl. Medical)	144,000	46,610	30,950	31,950	25,185
Retirement Contributions	13,000	19,500	19,500	25,000	16,000
Depreciation (FACD & SUI)	20,560	20,560	20,560	20,560	20,560
Telephone	32,000	10,560	5,000	5,000	5,000
Scavenger Service	5,000	1,650	1,049	1,049	1,025
Postage	10,000	4,000	3,000	3,000	3,000
Travel	6,000	6,000	6,000	6,000	6,000
Other Service Charge	20,000	6,999	5,000	5,000	5,000
Total	504,000	166,000	117,499	96,710	102,646

Ref. #014--Auto Mileage for Employees

Aquatic, Building Maintenance and Exhibits Department personnel must occasionally use their own cars when Academy vehicles are not available to make pickups of fish, exhibit displays and other supplies. Historically, automobile is running approximately 3,000 miles annually.

The base and first increments provide \$150.00 for employee reimbursement at \$.18/mile or 833 miles. The third increment provides \$200.00 or 1,111 miles and the fourth increment provides \$250.00 or 1,389 miles.

Ref. #015--Auto Maintenance

Funds for Work Order to Purchaser's Central Shops are being requested to maintain and repair the following vehicles:

Dept. No.	License	Year/Make	Est. Maintenance Cost
213-501	E1676555	1965 GMC New. Pick Up	\$1,000
213-610	E6323212	1973 GMC 1-ton Truck	650
213-507	E693017	1971 GMC Carryall	550
213-700	E630528	1976 Ford Courier	500
	E30078	1959 Intl. 16-ton Trk.	700
			\$3,200

Ref. #016--Facilities Maintenance

I. Normal Maintenance and Repair

- | | |
|---------------------------------------|-------|
| • Maintenance and Repair of Buildings | 2,000 |
| • Emergency Work through DPW | 5,000 |
| • Aquatium Anti-Corrosive Maintenance | 2,000 |
| • Exterior Building Maintenance | 6,500 |
| • Plumbing Projects | 5,000 |
| • Electrical Projects | 5,000 |

Subtotal Base Level

The first, second and third increments would make funding available for critical deferred maintenance work, both the normal routine maintenance work listed above and various special projects listed below:

• Beachumping Plant Electrical Work	\$ 5,000
• Aquarium Tank Glass Replacement	2,000
• Steam Boiler Retubing	3,000
Total Third Increment	\$40,000



CITY & COUNTY OF SAN FRANCISCO
BUDGET EXPLANATIONS
FISCAL YEAR

FUND GROUP FUND DEPT DIV SEC

DEPARTMENT, BOARD, OR COMMISSION

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FORM 4550

WORK PROGRAM SUMMARY

*The Fine Arts Museums of San Francisco
DEPARTMENT, BOARD OR COMMISSION

*TOTAL LESS NON-BUDGETED REVENUES.

PROGRAM OF FUNCTION		APPROVED		BASE		POS.		FIRST ADD-ON		POS.		SECOND ADD-ON		POS.		THIRD ADD-ON		POS.	
A. Exhibitions and Collections	616,794	33*	452,198	17	476,928	18	552,529	23	472,846	18	552,529	23	472,846	18	552,529	23	472,846	18	552,529
B. Security and Maintenance	701,197	40	545,051	31	593,031	34	593,397	34	689,379	40	593,397	34	689,379	40	593,397	34	689,379	40	593,397
C. Engineering	227,657	13*	212,950	8	221,926	9	221,926	9	252,577	11	221,926	9	252,577	11	221,926	9	252,577	11	221,926
D. Admission	69,350	6	51,750	4	64,371	5	64,371	5	73,777	6	64,371	5	73,777	6	64,371	5	73,777	6	64,371
E. Facilities Maint.	70,000	-	70,000	-	70,000	-	70,000	-	70,000	-	70,000	-	70,000	-	70,000	-	70,000	-	70,000
F.																			
G. Administration	274,017	11	279,932	11	279,932	11	279,932	11	279,932	11	279,932	11	279,932	11	279,932	11	279,932	11	279,932
H. Unallocated Costs	176,918	-	177,930	-	181,514	-	182,726	-	184,727	-	182,726	-	184,727	-	182,726	-	184,727	-	182,726
I. Equip/Cap. Outlay																			
GROSS BUDGET*		2,135,933	103	1,789,811	71	1,887,702	77	1,964,881	82	2,023,238	86	1,964,881	82	2,023,238	86	1,964,881	82	2,023,238	86
* Not including the 10 positions the department froze.																			
REVENUE		1,931,730		1,537,906		1,609,647		1,686,826		1,717,800		1,686,826		1,717,800		1,686,826		1,717,800	
Ad Valorem																			
State Subventions																			
State Grants																			
Fees and Charges	328,006		450,160		489,840		489,840		535,200		489,840		535,200		489,840		535,200		489,840
Other Revenues	340		950		950		950		950		950		950		950		950		950
TOTAL REVENUE		2,135,933		1,789,811		1,887,702		1,964,881		2,023,238		1,964,881		2,023,238		1,964,881		2,023,238	
EXPENDITURE DETAIL																			
A. Permanent Salaries	1,293,856		1,093,624		1,164,667		1,223,114		1,266,371		1,223,114		1,266,371		1,223,114		1,266,371		1,223,114
B. Other Personnel Costs	29,614		31,214		31,214		31,214		31,214		31,214		31,214		31,214		31,214		31,214
C. Mandatory Fringe Benefits	439,492		332,749		354,013		371,533		384,632		371,533		384,632		371,533		384,632		371,533
D. Direct Service Contracts	8,013		6,013		8,013		8,013		8,013		8,013		8,013		8,013		8,013		8,013
E. Operating Expenses	294,958		256,211		259,795		261,007		263,008		261,007		263,008		261,007		263,008		261,007
F. Equip/Cap. Outlay	70,000		70,000		70,000		70,000		70,000		70,000		70,000		70,000		70,000		70,000
G. Salary Savings	155,631		240,974		169,931		111,484		68,227		169,931		111,484		169,931		68,227		169,931
H. ACTUAL BUDGET	-		-		-		-		-		-		-		-		-		-
I. Permanent Employments	103																		
J. IDMO Employments																			
K. Grant Funded Empl.																			
L. Other Employments																			

*** The Salary Savings was calculated in each program function.

The Fine Arts Museums of San Francisco
DEPARTMENT, BOARD OR COMMISSION

WORK PROGRAM DETAIL

Name of Program or Function Collections and Exhibitions

Identification from Summary A

Program Description:
Activities involving the conservation, restoration, exhibition and interpretation of museum collections. Includes design, installation and interpretation of temporary and long-term exhibitions; registration of all objects in the collections and loans; publication of catalogues; interpreting the collections and exhibitions and the management of two museum libraries.

Program Outputs:

Unit

- A. Number of Major Exhibitions
B. Number of Minor Exhibitions
C. Number of Publications
D. Participants in Art School
E.

II. EXPENDITURE DETAIL

- A. Permanent Salaries
B. Other Personnel Costs
C. Mandatory Fringe Benefits
D. Direct Service Contracts
E. Operating Expenses

- F. Facilities Maintenance
G. Equipment & Cap. Outlay
H.
I.

J. TOTAL REQUESTED FOR THIS FUNCTION

III. EMPLOYMENT DETAIL

- A. Permanent Employments
B. IDMO Funded Employments
C. Grant Funded Employments
D. Other Temporary Employments
E. Full-Time Employees in Funded Positions
F. Part-Time Employees in Funded Positions

TOTAL

1977-78 Actual	1978-79 Estimated	Base	First Add-on	1979-80 Second Add-on	Third Add-on
11	9*	10	10	10	10
26	19	26**	26**	26*	26**
3	7	5	5	5	5
20,000	24,000	25,000	25,000	25,000	25,000

* Includes Dresden and Tut exhibitions.

** Includes 6 exhibitions by Bay Area contemporary artists which had been City funded, but will now be provided by private sources.

528,452	403,626	318,981	338,206	396,114	335,625
116,717	129,604*	87,567	93,072	110,765	91,571
6,610	3,500	3,500	3,500	3,500	3,500
73,284	80,064	42,150	42,150	42,150	42,150

\$725,063	\$ 616,794	\$452,198	\$476,928	\$552,529	\$472,846
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1977-78 Approved	1978-79 Approved	1979-80 Requested
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33	33	17	18	23	18
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33	33	17	18	23	18
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The Fine Arts Museums of San Francisco
DEPARTMENT, BOARD OR COMMISSION1335
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WORK PROGRAM DETAIL

Name of Program or Function Security

Program Description:

Twenty-four hour protection of buildings and collections in M. H. de Young Memorial Museum, California Palace of the Legion of Honor and Asian Art Museum from fire, theft and vandalism

Identification from Summary B

1977-78 Actual	1978-79 Estimated	Base	First Add-on	1979-80 Second Add-on	Third Add-on

Program Outputs:

Unit

A. Square feet/guard	10,000	10,000	10,000	10,000	10,000
B.					
C.					
D.					
E.					

II. EXPENDITURE DETAIL

A. Permanent Salaries	480,428	499,010	387,459	424,380	424,919	498,215
B. Other Personal Costs	18,809	19,600	19,600	19,600	19,600	19,600
C. Indemnity & Benefits	125,890	166,525 +	117,888	128,947	128,774	151,460
D. Direct Service Contracts						
E. Operating Expenses	11,018	16,062	20,104	20,104	20,104	20,104
F. Facilities Maintenance						
G. Equipment & Cap. Outlay						
H.						
I.						
J. TOTAL REQUESTED FOR THIS FUNCTION	\$636,145	\$701,197	\$545,051	\$593,031	\$593,397	\$689,379

III. EMPLOYMENT DETAIL

	1977-78 Approved	1978-79 Approved	1979-80 Requested
A. Permanent Employments			
B. LMO Funded Employments			
C. Grant Funded Employments			
D. Other Temporary Employments			
E. Full-time Employees in			
F. Part-time Employees in			
Funded Positions			
TOTAL	40	40	40

+ Fringe Benefits were not reduced in direct proportion to salary, therefore the amount is higher than reported

The Fine Arts Museums of San Francisco
DEPARTMENT, BOARD OR COMMISSION

WORK PROGRAM DETAIL

Name of Program or Function Maintenance & Engineering

Program Description:

Custodial and engineering maintenance of the M. H.
de Young Museum, the Legion of Honor and the Asian
Art Museum.

Identification from Summary C

Program Outputs:

Unit

A. Square Feet Maintained/Janitor

B.
C.
D.
E.

1977-78 Actual	1978-79 Estimated	Base	First Add-on	1979-80 Second Add-on	Third Add-on
39,200	39,200	65,333	65,333	65,333	65,333
183,828	153,707	147,348	154,180	154,180	177,527
4,134	6,814	6,814	6,814	6,814	6,814
42,378	50,768 +	41,277	43,421	43,421	50,725
18,132	16,368	17,511	17,511	17,511	17,511

J. TOTAL REQUESTED FOR THIS FUNCTION

\$248,472 \$227,657 \$212,950 \$221,926 \$221,926 \$252,577

III. EMPLOYMENT DETAIL

A. Permanent Employments
B. IDMO Funded Employments
C. Grant Funded Employments
D. Other Temporary Employments
E. Full-Time Employees in
Funded Positions
F. Part-Time Employees in
Funded Positions

1977-78 Approved	1978-79 Approved	1979-80 Requested
13	13	9

TOTAL

13 13 8 9 9 11

+ Fringe benefits were not reduced in direct proportion to salary, therefore the amount is higher than

61	02	00	02403
DEPT.	DIV.	SECTION	FUND

WORK PROGRAM DETAILS

[illegible]

Program Description:

Collection, accounting and depositing of admission fees, and record keeping for attendance and revenue statistics.

Identification from Summary _____

The Fine Arts Museums of San Francisco
DEPARTMENT, BOARD OR COMMISSION

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P. 7

Program Outputs:

Unit

A. None

B.

C.

D.

E.

II. EXPENDITURE DETAIL

A. Permanent Salaries	40,992	30,017	38,082	45,185
B. Other Personnel Costs	2,688	4,800	4,800	4,800
C. Mandatory Fringe Benefits	9,496	9,220	11,776	14,079
D. Direct Service Contracts	4,257	5,513	4,513	5,513
E. Operating Expenses	1,354	7,875	5,200	5,200

F. Facilities Maintenance
G. Equipment & Cap. Outlay
H. _____
I. _____
J. TOTAL REQUESTED FOR THIS FUNCTION

\$ 58,967	\$ 69,350	\$51,750	\$ 64,371	\$ 64,371	\$73,777
-----------	-----------	----------	-----------	-----------	----------

III. EMPLOYMENT DETAIL

1977-78	1978-79	1979-80
<u>Approved</u>	<u>Approved</u>	<u>Requested</u>

A. Permanent Employments	6	6	4	5	5
--------------------------	---	---	---	---	---

B. IDHO Funded Employments

C. Grant Funded Employment

D. Other Temporary Employments

E. Full-Time Employees in

Funded Positions

F. Part-Time Employees in

Funded Positions

TOTAL.

$$\begin{array}{r} 6 \\ \hline 6 \\ \hline 4 \\ \hline 5 \\ \hline 5 \\ \hline 6 \end{array}$$

WORK PROGRAM DETAILName of Program or Function Facilities Maintenance

Program Description:

Minor Maintenance and repair of two museum buildings.

Program Outputs:

Unit
A. None
B. _____
C. _____
D. _____
E. _____

Identification from Summary E

1977-78 Actual	1978-79 Estimated	Base	First Add-on	Second Add-on	Third Add-on

II. EXPENDITURE DETAIL

A. Permanent Salaries					
B. Other Personnel Costs					
C. Mandatory Fringe Benefits					
D. Direct Service Contracts					
E. Operating Expenses					
F. Facilities Maintenance					
G. Equipment & Cap. Outlay					
H. _____					
I. _____					
J. TOTAL REQUESTED FOR THIS FUNCTION	70,829	70,000	70,000	70,000	70,000
	\$70,829	\$70,000	\$70,000	\$70,000	\$70,000

1977-78 Approved	1978-79 Approved	1979-80 Requested
---------------------	---------------------	----------------------

III. EMPLOYMENT DETAIL

- A. Permanent Employments
 B. IDMO Funded Employments
 C. Grant Funded Employments
 D. Other Temporary Employments
 E. Full-Time Employees in
 Funded Positions
 F. Part-Time Employees in
 Funded Positions

TOTAL

OF

WORK PROGRAM DETAIL

61 01 00 01001
DEPT. DIV. SECTION FUNDThe Fine Arts Museums of San Francisco
DEPARTMENT, BOARD OR COMMISSION

Name of Program or Function Administration

Program Description:

Museum program administration, accounting and personnel

management

1977-78 Actual	1978-79 Estimated	Base	First Add-on	1979-80 Second Add-on	Third Add-on

Program Outputs:

Unit

A. None

B.

C.

D.

E.

II. EXPENDITURE DETAIL

A. Permanent Salaries	172,845	195,839	209,819	209,819	209,819	209,819
B. Other Personnel Costs						
C. Mandatory Fringe Benefits	41,662	62,883 +	56,938	56,938	56,938	56,938
D. Direct Service Contracts						
E. Operating Expenses	13,419	15,295	13,175	13,175	13,175	13,175

F. Facilities Maintenance
G. Equipment & Cap. Outlay
H.
I.

J. TOTAL REQUESTED FOR THIS FUNCTION

\$227,926	\$274,017	\$279,932	\$279,932	\$279,932	\$279,932
-----------	-----------	-----------	-----------	-----------	-----------

III. EMPLOYMENT DETAIL

	1977-78 Approved	1978-79 Approved		1979-80 Requested	
A. Permanent Employees					
B. IDMO Funded Employments					
C. Grant Funded Employments					
D. Other Temporary Employments					
E. Full-Time Employees in Funded Positions	11	11	11	11	11
F. Part-Time Employees in Funded Positions					
TOTAL	11	11	11	11	11

+ Fringe Benefits were not reduced in direct proportion to salary, therefore the amount is higher than

The Fine Arts Museums of San Francisco
DEPARTMENT, BOARD OR COMMISSION

WORK PROGRAM DETAIL

Name of Program or Function Unallocated Costs Identification from Summary H

Program Description:

Those costs associated with all programs, such as heat, light and power, health service subsidy for retired employees, sewer charge, postage, telephone, workers' compensation.

1977-78 Actual	1978-79 Estimated	Base	First Add-on	1979-80 Second Add-on	Third Add-on
-------------------	----------------------	------	-----------------	-----------------------------	-----------------

Program Outputs:

Unit	
A. None	
B.	
C.	
D.	
E.	

II. EXPENDITURE DETAIL

A. Permanent Salaries					
B. Other Personnel Costs					
C. Mandatory Fringe Benefits - Health Service Subsidy	16,499	17,624	19,859	19,859	19,859
D. Direct Service Contracts	20,000				
E. Operating Expenses	163,674	159,294	158,071	161,655	162,867
F. Facilities Maintenance					
G. Equipment & Cap. Outlay					
H.					
I.					
J. TOTAL REQUESTED FOR THIS FUNCTION	\$200,173	\$176,918	\$177,930	\$181,514	\$182,726
					\$184,727

1977-78 Approved	1978-79 Approved	1979-80 Requested
---------------------	---------------------	----------------------

III. EMPLOYMENT DETAIL

- Permanent Employments
 B. IMMO Funded Employments
 C. Grant Funded Employments
 D. Other Temporary Employments
 E. Full-Time Employees in Funded Positions
 F. Part-Time Employees in Funded Positions

TOTAL

BUDGET EXPLANATIONS

FISCAL YEAR

The Fine Arts Museums of San Francisco

DEPARTMENT: BOARD OF COMMISSION

01	001	647	014	987
FUND	FUND	DEPT	DEPT	SEC
GROUP				

Section I -- Narrative Statement

Twelve permanent jobs were "frozen" in FY 1978-79 due to Proposition 13 budget cutbacks. These jobs will remain frozen in FY 1979-80 to meet part of the savings required by the budget request formula, which can only be met by additional lay-offs.

The twelve permanent jobs to remain frozen include ten jobs in the Collections and Exhibitions Program: 2--Y-6 Organist; 4--3520 Museum Preparator; 1--3522 Senior Museum Preparator; 1--3525 Chief Museum Preparator; 1--3541 Curator I; and 1--3630 Librarian I. Two jobs will remain frozen in the Maintenance and Engineering Program: 1--2709 Custodian and 1--7334 Stationary Engineer.

To further reduce the Museums budget to meet the four levels of the budget request formula, the following economies are planned:

Base Budget (93%) -- \$346,000 Reduction

Due to the lay-off of approximately eighteen positions mainly in the Security Program, the Museums would be closed four days each week and only open to the public on Fridays, Saturdays and Sundays. With the reduction of the security force, eighteen CETA Guard positions would also be lost. Reductions in curatorial positions would significantly weaken the Collections and Exhibitions Program.

First Increment (88%) -- \$248,000 Reduction

Due to the lay-off of approximately ten positions mainly in the Security Program, the Museums would be closed at least two days each week and only open to the public Wednesday through Sunday. With the reduction of the security force, eighteen CETA Guard positions would also be lost. Reductions in curatorial positions would weaken the Collections and Exhibitions Program.

Second Increment (92%) -- \$171,000 Reduction

Due to the lay-off of approximately seven positions mainly in the Security Program, the Museums would be closed at least two days each week and only open to the public Wednesday through Sunday. With the reduction of the security force, eighteen CETA Guard positions would also be lost. The staff of the Collections and Exhibitions Program would most likely remain intact at this funding level.

Third Increment (95%) -- \$112,000 Reduction

The Museums could probably remain open to the public seven days a week at this funding level, with no resulting loss in Admissions Fund revenue. However, approximately three curatorial positions would be laid off, weakening the integrity of the Collections and Exhibitions Program. It is anticipated that no CETA Guard positions would be lost if third increment funds are appropriated.

CITY & COUNTY OF SAN FRANCISCO
BUDGET EXPLANATIONS

FISCAL YEAR

The Fine Arts Museums of San Francisco

Department: Budget, Art Conservation

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01 FUND GROUP
001 FUND
61 DEPT
01 DIV
00 SEC

REVENUE

901) 8162 Museum Sales - \$450

The museums are not in the business of selling photographs. However, the museums do provide photographs of individual art works at cost as a convenience to other museums and scholars.

902) 8199 Museum Misc. Service Charge - \$500

Commission from Pacific Telephone Company on public telephone collections in the museums.

CITY & COUNTY OF SAN FRANCISCO
BUDGET EXPLANATIONS

FISCAL YEAR

The Fine Arts Museums of San Francisco
Department, Board, or Commission01
FUND
GROUP
001
FUND
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SEC
SECSection II - Line-item Explanations
001)

a) Please refer to Narrative Statement Section I for explanation for salary decrease.

b) Bi-lingual pay for classification B425, \$10.00 P/W (Administration)

c) PREMIUM PAY - Five (5) Night (8202) Security Guards - Legion of Honor

2 @ \$5.11 per hour x 2 hours x 261 days =	5,335	22,342
5.43 per hour x 6 hours x 261 days =	17,007	
1 @ \$5.11 per hour x 2 hours x 260 days =	2,657	
5.43 per hour x 6 hours x 260 days =	8,471	11,128
1 @ \$4.46 per hour x 2 hours x 96 days =	856	
4.76 per hour x 6 hours x 96 days =	2,730	
4.68 per hour x 2 hours x 166 days =	1,554	
4.97 per hour x 6 hours x 166 days =	4,950	10,090
1 @ \$4.68 per hour x 2 hours x 259 days =	2,425	
4.97 per hour x 6 hours x 259 days =	7,723	
4.89 per hour x 2 hours x 3 days =	29	
5.20 per hour x 6 hours x 3 days =	94	
TOTAL		10,271

TOTAL

53,831

d) PREMIUM PAY - Five (5) Night (8226) Museum Guards - M. H. de Young

2 @ \$5.91 per hour x 1.5 hours x 262 days =	4,645	26,034
6.28 per hour x 6.5 hours x 262 days =	21,389	
1 @ \$5.91 per hour x 2.5 hours x 260 days =	3,842	
6.28 per hour x 5.5 hours x 260 days =	8,980	12,822
1 @ \$5.91 per hour x 2.8 hours x 260 days =	4,302	
6.28 per hour x 3.2 hours x 260 days =	8,491	12,793
1 @ \$5.91 per hour x 3.6 hours x 262 days =	5,574	
6.28 per hour x 4.4 hours x 262 days =	7,240	
TOTAL		12,814

TOTAL

64,463

e) PREMIUM PAY - One (1) night (8226) Museum Guard (K) - M. H. de Young

1. @ \$5.91 per hour x 2.5 hours x 262 days =	3,871	12,941
6.28 per hour x 5.5 hours x 262 days =	9,050	
Salaries by Program	837	957
Collections and Exhibition	\$318,981	\$335,625
Administration	209,819	209,819
Security	387,459	498,215
	\$916,259	\$1,043,659

CITY & COUNTY OF SAN FRANCISCO

BUDGET EXPLANATIONS

FISCAL YEAR

01	001	61	01	00
FUND		DEPT		SEC
GROUP				

The Fine Arts Museums of San Francisco

Department, Bureau, or Organization

002) 30 REGULAR CRAFT (Maintenance and Engineering)

Please refer to Narrative Statement Section I for explanation for salary decrease.

003) 100 OVERTIME-PERMANENT (Security)

Funds requested to pay personnel who must work in excess of their regularly assigned schedules because of emergencies. \$600

004) 102 OVERTIME-CRAFT (Maintenance and Engineering)

Funds requested to pay personnel who must work in excess of their regularly assigned schedules because of emergencies.

7205 Chief Stationary Engineer	=	\$172.50
10 hrs. x \$17.25 per hour		
7334 Stationary Engineer	=	828.00
59.75 x \$13.85 per hour		
		\$1,000.50

005) HOLIDAY PAY - MISC. (Security)

Funds are requested for Holiday Pay to keep both Museum buildings open to the public on various holidays.

Per Day	11 Holidays
---------	-------------

4 Security Guard (8202) CPLH)
2 shifts, 2 guards per shift
(premium pay of 12 hours per shift)
\$7.67 (regular pay) x 4 hours = \$30.68
8.15 (premium pay) x 12 hours = 97.80
Per shift \$128.48
x 2
\$256.96

\$2,826.56

4 Night Museum Guard (8226) DY
2 shifts, 2 guards per shift
(premium pay of 12 hours per shift)
\$8.87 (regular pay) x 4 hours = \$35.48
9.42 (premium pay) x 12 hrs. = 113.04
Per shift \$148.52
x 2
\$297.04

\$3,267.44

3 Museum Guard (8226)

1 shift, 2 guards each building \$70.96
\$8.87 (per hour) x 8 hours =
x 4
283.84

3,122.24

BUDGET EXPLANATIONS

FISCAL YEAR

The Fine Arts Museums of San Francisco

Department: BAAO, OR COMMISSION

01	001	61	01	00
FUND	FUND	DEPT	DIV	SEC
GROUP				

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9 Holidays *

16 Museum Guard (8226)

Includes CPLH, 12 DY

\$8.87 (per hour) x 7 1/2 hours

\$66.53
x 16

1,064.48

9,580.32

1 Senior Museum Guard (8228) DY

\$9.96 per hour x 8 hours

=

79.68

717.12

1 Chief Museum Guard (8230) CPLH

\$10.94 per hour x 8 hours

=

87.52

787.68

Less: CPLH will be closed during the months of July, August and September due to the de-installation of the Dresden exhibition and the re-installation of the permanent collection.

\$8.87 per hour x 7 1/2 hr. =

\$66.53

266.12 x 3 holidays

4 guard

266.12 x 3 holidays

(798.36)

1 Chief Museum Guard
\$10.94 per hour x 8 hours = \$87.52 x 3 Holidays

(262.56)

\$19,240.00

\$19,000

Amounted Requested

* Note: Museum will be closed two (2) of the 11 Holidays to the public.

006) 122 Holiday - Crafts (Maintenance and Engineering)

1 Stationary Engineer (7339) DY

\$13.85 (per hour) x 8 hours = \$110.80 x 9 days

\$ 997.20

1 Stationary Engineer (7338) CPLH

\$13.85 per hour x 8 hours = \$110.80 x 9 days

997.20

1 Custodial Assistant Supervisor (2716) DY

\$ 9.53 per hour x 8 hours = \$ 76.24 x 9 days

686.16

1 Custodial Asst. Supervisor (2716)

\$ 9.53 per hour x 8 hours = \$ 76.24 x 9 days

686.16

Holidays closed - Engineer to check Humidifier equipment in Asian Wing

\$13.85 per hour x 2 hours = \$ 27.70 x 2 days

686.16

Total

3,422.00

AMOUNT REQUESTED

\$3,400.00

007) PAYMENT IN LIEU SICK LEAVE -

No retirements anticipated.

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FORM 4380

CITY & COUNTY OF SAN FRANCISCO

BUDGET EXPLANATIONS

FISCAL YEAR

01	001	61	01	00
FUND	FUND	DEPT	DIV	SEC
GROUP				

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The Fine Arts Museums of San Francisco

DEPARTMENT: BOARD OF COMMISSIONERS

003) REGULAR TEMPORARY (Maintenance and Engineering)

To maintain minimum one-man coverage in the engine room at the Legion of Honor and the de Young when the buildings are open to the public while the permanent employees are on vacation or sick pay.

32.75 days x \$73.80

\$2,414

009)

SUBJECT 0600 - RETIREMENT ALLOWANCES (CITY AND COUNTY SYSTEM)

BUDGET ESTIMATE

BOARD OF SUPERVISORS' APPROVAL (1)

EMPLOYMENT'S REQUEST

MAYOR'S RECOMMENDATION

OBJECT	CLASS	CIVIL SERVICE	NO. OF EMP.	AMOUNT	ST. NO. OF EMP.	NO. OF EMP.	AMOUNT
--------	-------	---------------	-------------	--------	-----------------	-------------	--------

A 001 Permanent Salaries and Wages (2) (List Each Object)

\$1,239,416

002 Permanent Salaries - Craft

207,333

004

TOTAL PERMANENT SALARIES

\$1,446,749

B Less Classifications Exempt from Retirement (2)

7,054

TOTAL EXEMPT SALARIES

7,054

C Permanent Salaries and Wages Subject to Retirement (Total of "A" less "B")

\$1,439,695

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FORM ALSO

CITY & COUNTY OF SAN FRANCISCO
BUDGET EXPLANATIONS

FISCAL YEAR

01
FUND 001
01
DEPT 01
01
SEC

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The Fine Arts Museums of San Francisco

DEPARTMENT, BOARD, OR COMMISSION

(009) continued

SUBJECT 0600 - RETIREMENT ALLOWANCE - (CITY AND COUNTY SYSTEM)

SUB OBJECT	DEPARTMENT'S REQUEST CIVIL SERVICE CLASS	NO. OF POS.	AMOUNT	SALARY SCHEDULE FACTOR (1)	NO. OF POS.	ALLOT	BOARD OF SUPERVISORS' APPROVAL (1)	AMOUNT
F 010 Overtime (3)								
0100- Permanent			600					
0102 Craft			1,000					
Total Over- time			1,600					
E 012 Holiday Pay (3)								
0120 Miscellaneous			19,000					
0122 Craft			3,400					
Total Holiday Pay			22,400					
F 013 Extended Work Week			-0-					
G 014 Differential Pay			-0-					
H 020 Temporary Sal- aries (4)			-0-					
Total Tempori- ary Salaries			-0-					
I 020 Temporary Sal- aries Special Purpose			-0-					
I Total (Sum of totals of "C" through "H")			\$1,463,695					



CITY & COUNTY OF SAN FRANCISCO
BUDGET EXPLANATIONS
FISCAL YEAR

01 001 61 21 12
FUND DEPT DIV
GROUP

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The Fine Arts Museums of San Francisco

DEPARTMENT: BOARD, OR COMMISSION

(00) Continued

SUBJECT 0600 -- RETIREMENT ALLOWANCE -- (CITY AND COUNTY SYSTEM)

BOARD OF SUPERVISORS,
APPROVAL (1)

DEPARTMENT'S REQUEST

M. YOR'S RECOMMENDATION

CIVIL NO.
SERVICE OF
CLASS EMP.

SALARY
STANDARD
POSITION
FACTOR (1)

NO.
OF
EMPS.

AMOUNT

AMOUNT

J Deductions for Salaries of Employees who
1-Become members of Retirement System after November 1, 1976 (Per Work-Sheet)
2-Are members of State Retirement System (Per Work Sheet)

\$255,318

-0-

Total Deductions

\$255,318

K Salaries Subject to Retirement for members on or before November 1, 1976 (line "I" less total of "J")

\$1,208,377

L Retirement Rate for members on or before November 1, 1976

20.05%

M Retirement Allowance for members on or before November 1, 1976 (line "K" multiplied by line "L")

\$242,280

N Salaries subject to Retirement for employees who became members of Retirement System after November 1, 1976 (1) 3520, (2) 3542, (1) 3544, (1) 3546, (1) 3507, (2) 8202, (1) 2708, (1) 8256, (1) 7334

\$255,318

(Attach Work Sheet)

CITY & COUNTY OF SAN FRANCISCO
BUDGET EXPLANATIONS

FISCAL YEAR

01	001	61	01	00
FUND	FUND	DEPT	DIV	SEC
GROUP				

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The Fine Arts Museums of San Francisco

DEPARTMENT - BOARD, OR COMMISSION

009) Continued

SUBJECT 0600 - RETIREMENT ALLOWANCE - (CITY AND COUNTY SYSTEM)

BOARD OF SUPERVISORS'
APPROVAL (1)

DEPARTMENT'S REQUEST	NO. OF EXPS.	AMOUNT	SALARY STANDARD IZATION FACTOR (1)	NO. OF EXPS.	AMOUNT	NO. OF EXPS.	AMOUNT
CITY SERVICE CLASS							

O Retirement Rate for
members after
November 1, 1976

14.70%

P Retirement Allowance
for members after
November 1, 1976
(Line "N" multiplied
by Line "O")

37,532

Q Total Retirement
Allowance (Sum of
Lines "N" and "P")

\$279,812

N Less: Frozen Positions
2793 (1) 3541 (1) 3630 (1) 3520 (4)
2512 (1) 3524 (1) 3525 (1) 7334 (1)
S Retirement Allowance Before Salary Savings
T Less: Retirement Allowance for Salary
Savings (225,806 x 20.05%)
U Retirement Allowance at 83%

29,144
250,668
45,274
205,394

Amount Required for 88% level - \$218,022
" " " 92% level - \$229,740
" " " 95% level - \$236,988

Program:
Collection & Education 83%
Administration 88%
Maintenance & Engineering 92%
Security 95%
Total \$205,394 \$218,022 \$229,740 \$236,988

CITY & COUNTY OF SAN FRANCISCO
BUDGET EXPLANATIONS

BUDGET EXPLANATIONS

01	FUND	GROUP
01	01	01
01	01	02
01	01	03
01	01	04
01	01	05
01	01	06
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01	01	09
01	01	10
01	01	11
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01	01	00

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100

FUND

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1390

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The Fine Arts Museums of San Francisco

DEPARTMENT, BOARD, OR COMMISSION

BUDGET ESTIMATE

SUBJECT 0606 - SOCIAL SECURITY;

(010)

DEPARTMENT'S REQUEST

MAYOR'S RECOMMENDATION (1)

BOARD OF SUPERVISORS' APPROVAL (1)

SUB OBJECT	CIVIL SERVICE CLASS	NO. OF EMPS.	TOTAL SALARIES	SOCIAL SECUR- ITY TAX	NO. OF EMPS.	TOTAL SALARIES	SOCIAL SECUR- ITY TAX	NO. OF EMPS.	TOTAL SALARIES	SOCIAL SECUR- ITY TAX
A 001 Permanent Salaries and Wages (2) (List Each Object)		84	\$1,239,416	\$73,230						
002	XXX									
003 Permanent Salaries - Craft	XXX	13	207,333	12,709						
004	XXX									
	XXX									
	XXX									
Total for Permanent Salaries and Wages		97	\$1,446,749	\$85,939						
B Less Classifications Exempt from Social Security (2)	Y-6	1	7,054	-0-						
	8230	1	15,216	-0-						
Total for Exempt Classifications		2	\$22,270	-0-						
C Net Social Security (Section "A" less Section "B")		95	\$1,424,479	\$85,939						
	XXX									
D Overtime (2)										
0100 Permanent			\$ 600	\$37						
0102 Craft			1,000	61						
Total for Overtime	XXX		\$ 1,600	\$98						
E 012 Holiday Pay (2)										
0120 Miscellaneous Appropriations			\$ 19,000	\$ 1,165						
0122 Craft			3,400	208						
Total for Holiday Pay	XXX		\$ 22,400	\$ 1,373						
F 013 Extended Work Week (2)										
0130 Appropriation			-0-	-0-						
G 014 Differential Pay										
Total for Extended Work Week	XXX		-0-	-0-						
H 020 Temporary Salaries (3)										
			-0-	-0-						

CITY OF SAN FRANCISCO
BUDGET EXPLANATIONS
FISCAL YEAR 01

01 001 61 01 00
FUND FUND DEPT DIV SEC
GROUP

THE FIRE ARMS DIVISION OF SAN FRANCISCO
DEPARTMENT - FIRE ARMS DIVISION

(1) Continue

TEARMENTE REVENUE SUBJECT 0606
MAYOR'S DEPARTMENT
BOARD OF SUPERVISORS' APPOINTMENT (2)

SUB OBJECT	CIVIL SERVICE CLAS.	RC CP PRES.	TOTAL SALARIES	SOCIAL SECUR. TAX	RC CP PRES.	TOTAL SALARIES	SOCIAL SECUR. TAX	RC CP PRES.	TOTAL SALARIES	SOCIAL SECUR. TAX

Total for Temporary
Salaries

-0-

-0-

I Total Social Security
(Sum of Sections "C" through "F")
XXXX XXXX \$1,448,479 \$87,410

J Less: Frozen Positions 150,282 9,028
K Net Social Security Tax \$1,298,197 78,382
L Less: Social Security for Salary Savings 225,806 13,842
M Social Security Tax at 3% \$1,072,391 64,540
Amount Required for 38% level \$68,401
Amount Required for 92% level \$71,983
Amount Required for 95% level \$74,200
Program 83%
Collections and Exhibitions \$21,297 92% 95%
Administration 11,252 11,252
Maintenance and Engineering 9,650 11,152
Security 23,927 30,954
Total \$68,401 \$71,983 \$74,200

BUILDING SYMPATHIES

SUBJECT 0610 - HEALTH SERVICE - CIV MATCH

BOARD OF SUPERVISOR'S APPROVAL (1)

SEITZ S, JENSEN 7439

NO. OF
EMPLOYEES

CIVIL SERVICE CLASSIFICATION		NO. OF EMPLOYEES	
1	1	1	1
2	2	2	2
3	3	3	3
4	4	4	4
5	5	5	5
6	6	6	6
7	7	7	7
8	8	8	8
9	9	9	9
10	10	10	10
11	11	11	11
12	12	12	12
13	13	13	13
14	14	14	14
15	15	15	15
16	16	16	16
17	17	17	17
18	18	18	18
19	19	19	19
20	20	20	20
21	21	21	21
22	22	22	22
23	23	23	23
24	24	24	24
25	25	25	25
26	26	26	26
27	27	27	27
28	28	28	28
29	29	29	29
30	30	30	30
31	31	31	31
32	32	32	32
33	33	33	33
34	34	34	34
35	35	35	35
36	36	36	36
37	37	37	37
38	38	38	38
39	39	39	39
40	40	40	40
41	41	41	41
42	42	42	42
43	43	43	43
44	44	44	44
45	45	45	45
46	46	46	46
47	47	47	47
48	48	48	48
49	49	49	49
50	50	50	50
51	51	51	51
52	52	52	52
53	53	53	53
54	54	54	54
55	55	55	55
56	56	56	56
57	57	57	57
58	58	58	58
59	59	59	59
60	60	60	60
61	61	61	61
62	62	62	62
63	63	63	63
64	64	64	64
65	65	65	65
66	66	66	66
67	67	67	67
68	68	68	68
69	69	69	69
70	70	70	70
71	71	71	71
72	72	72	72
73	73	73	73
74	74	74	74
75	75	75	75
76	76	76	76
77	77	77	77
78	78	78	78
79	79	79	79
80	80	80	80
81	81	81	81
82	82	82	82
83	83	83	83
84	84	84	84
85	85	85	85
86	86	86	86
87	87	87	87
88	88	88	88
89	89	89	89
90	90	90	90
91	91	91	91
92	92	92	92
93	93	93	93
94	94	94	94
95	95	95	95
96	96	96	96
97	97	97	97
98	98	98	98
99	99	99	99
100	100	100	100

0100 Regular, Miscellaneous 75

A 001	Permanent Salaries	0010 R
002	Wages (2) List Each Object	
003	Permanent Salaries - Craft	

13
Craft

504

Total Permanent
Employees

97

Exempt from Health Service
Classifications

Y-6	Organist	1
2708	Custodian	1
2716	Custodial Assistant	1
	Supervisor	3
8226	Museum Guard	

Total Exempt Employees

5

Permanent Employees
subject to Health
Service
(Sum of Sections
"A" and "B")

91

1 000 Temporary Salaries
and
Wages (3)
Appropriation

—0—

Total Temporary Employees

0

THE FIELD OFFICERS OF SAN FRANCISCO

Department Report on Compensation

CITY & COUNTY OF SAN FRANCISCO
BUDGET EXPLANATIONS

FISCAL YEAR

01 FUND 61 DEPT 01 SEC
FUND GROUP1353
P. 21

311 CONTINUED

BUDGET ESTIMATES
SUBJECT 0610 - HEALTH SERVICESUB
OBJECT

DEPARTMENT'S REQUEST

MAYOR'S RECOMMENDATION

BOARD OF SUPERVISOR'S APPROVAL (A)

CIVIL SERVICE
CLASSIFICATIONNO. OF
EMPLOYEESNO. OF
EMPLOYEESNO. OF
EMPLOYEESTotal Employees
(Sum of Sections
"C" and "F")

91

Rate per Employee

\$443.88

Total Health Service
(Line "E" multiplied
by Line "F")

\$40,393.08

Frozen Positions:

2708 1 2522 1

3541 1 3524 1

3630 1 3525 1

3520 4 7334 1

3520 4 7334 1

3520 4 7334 1

3520 4 7334 1

3520 4 7334 1

3520 4 7334 1

3520 4 7334 1

3520 4 7334 1

3520 4 7334 1

3520 4 7334 1

3520 4 7334 1

3520 4 7334 1

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3520 4 7334 1

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3520 4 7334 1

3520 4 7334 1

3520 4 7334 1

3520 4 7334 1

3520 4 7334 1

3520 4 7334 1

3520 4 7334 1

3520 4 7334 1

012) HEALTH SERVICE - SUBSIDY (Unallocated Cost)

Subobject 611 Retired Subsidy \$17,214

Subobject 612 Administration \$19,859

The above costs were provided by the Health Service System Department.

CITY & COUNTY OF SAN FRANCISCO
BUDGET EXPLANATIONS

The Fine Arts Museums of San Francisco

DEPARTMENT OF THE ARMY

GROUP	FUND	01	FUND	001	61	DEPT	01	DIV	00	SEC	P. 22
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0:3)

SUBJECT 0620 - EMPLOYMENT INSURANCE

BOARD OF SUPERVISORS
APPROVAL (1)

REPAIRMENT'S REQUEST

MAYOR'S RECOMMENDATION

NAME	DATE	NO. OF STANDARD- IZATION OF FACTOR (1)	AMOUNT	NO. OF RPTS.	AMOUNT
CIVIL ENGINEER	12-1-55	1	100.00	1	100.00
MECHANICAL ENGINEER	12-1-55	1	100.00	1	100.00
ELECTRICAL ENGINEER	12-1-55	1	100.00	1	100.00
CHEMICAL ENGINEER	12-1-55	1	100.00	1	100.00
INDUSTRIAL ENGINEER	12-1-55	1	100.00	1	100.00
ARCHITECT	12-1-55	1	100.00	1	100.00
LANDSCAPE ARCHITECT	12-1-55	1	100.00	1	100.00
PLANNING ENGINEER	12-1-55	1	100.00	1	100.00
CONSTRUCTION ENGINEER	12-1-55	1	100.00	1	100.00
WATER ENGINEER	12-1-55	1	100.00	1	100.00
SEWER ENGINEER	12-1-55	1	100.00	1	100.00
HAZARDOUS WASTE ENGINEER	12-1-55	1	100.00	1	100.00
ENVIRONMENTAL ENGINEER	12-1-55	1	100.00	1	100.00
TRANSPORTATION ENGINEER	12-1-55	1	100.00	1	100.00
AVIATION ENGINEER	12-1-55	1	100.00	1	100.00
SPACE ENGINEER	12-1-55	1	100.00	1	100.00
NUCLEAR ENGINEER	12-1-55	1	100.00	1	100.00
BIOMEDICAL ENGINEER	12-1-55	1	100.00	1	100.00
ROBOTICS ENGINEER	12-1-55	1	100.00	1	100.00
COMPUTER ENGINEER	12-1-55	1	100.00	1	100.00
SYSTEMS ENGINEER	12-1-55	1	100.00	1	100.00
SOFTWARE ENGINEER	12-1-55	1	100.00	1	100.00
TESTING ENGINEER	12-1-55	1	100.00	1	100.00
QUALITY ENGINEER	12-1-55	1	100.00	1	100.00
PROJECT ENGINEER	12-1-55	1	100.00	1	100.00
SALES ENGINEER	12-1-55	1	100.00	1	100.00
MARKETING ENGINEER	12-1-55	1	100.00	1	100.00
RESEARCH ENGINEER	12-1-55	1	100.00	1	100.00
DEVELOPMENT ENGINEER	12-1-55	1	100.00	1	100.00
MANUFACTURING ENGINEER	12-1-55	1	100.00	1	100.00
PROCESS ENGINEER	12-1-55	1	100.00	1	100.00
PRODUCT ENGINEER	12-1-55	1	100.00	1	100.00
DESIGN ENGINEER	12-1-55	1	100.00	1	100.00
CONSTRUCTION MANAGER	12-1-55	1	100.00	1	100.00
PROJECT MANAGER	12-1-55	1	100.00	1	100.00
SALES MANAGER	12-1-55	1	100.00	1	100.00
MARKETING MANAGER	12-1-55	1	100.00	1	100.00
RESEARCH MANAGER	12-1-55	1	100.00	1	100.00
DEVELOPMENT MANAGER	12-1-55	1	100.00	1	100.00
MANUFACTURING MANAGER	12-1-55	1	100.00	1	100.00
PROCESS MANAGER	12-1-55	1	100.00	1	100.00
PRODUCT MANAGER	12-1-55	1	100.00	1	100.00
DESIGN MANAGER	12-1-55	1	100.00	1	100.00
CONSTRUCTION SUPERVISOR	12-1-55	1	100.00	1	100.00
PROJECT SUPERVISOR	12-1-55	1	100.00	1	100.00
SALES SUPERVISOR	12-1-55	1	100.00	1	100.00
MARKETING SUPERVISOR	12-1-55	1	100.00	1	100.00
RESEARCH SUPERVISOR	12-1-55	1	100.00	1	100.00
DEVELOPMENT SUPERVISOR	12-1-55	1	100.00	1	100.00
MANUFACTURING SUPERVISOR	12-1-55	1	100.00	1	100.00
PROCESS SUPERVISOR	12-1-55	1	100.00	1	100.00
PRODUCT SUPERVISOR	12-1-55	1	100.00	1	100.00
DESIGN SUPERVISOR	12-1-55	1	100.00	1	100.00
CONSTRUCTION INSPECTOR	12-1-55	1	100.00	1	100.00
PROJECT INSPECTOR	12-1-55	1	100.00	1	100.00
SALES INSPECTOR	12-1-55	1	100.00	1	100.00
MARKETING INSPECTOR	12-1-55	1	100.00	1	

Total Permanent Salaries and Wages	97	\$1,446,749
Less Positions Exempt from Unemployment Insurance		-0-

C	Total Exempt Positions	-0-
	Permanent Salaries Subject to Unemployment Insurance (Section "A" less Section "B")	97 \$1 466 749

0100 Creative		
Appropriation	0100 Permanent	\$ 600
"	0120 Craft	1,000
Total Overtime		<u>\$ 1,600</u>

EOL2 Holiday Pay			
Appropriation	0120 - Miscellaneous		19,000
	0122 - Craft		3,400

Total Holiday Pay	\$ 22.400
2 013 Extended Work Week	-0-
6 014 Differential Pay	-0-

CITY & COUNTY OF SAN FRANCISCO
BUDGET EXPLANATIONS
FISCAL YEAR
The Fine Arts Museums of San Francisco
Department, Board or Commission

01 001 01 00
FUND FUND DEPT DIV SEC
GROUP

31) continued

SUBJECT 0020 - UNEMPLOYMENT INSURANCE

OBJECT	DEPARTMENT REQUEST		BUDGET ESTIMATE		LEGISLATIVE RECOMMENDATIONS		BOARD OF SUPERVISORS	
	LINE NUMBER	CLASS	NC OF DEPT.	AMOUNT	SALARY STANDARD SCALE	NC OF DEPT.	NC OF DEPT.	AMOUNT

H 020 Temporary Salaries

-0-

I Total Salaries and Wages
Subject to Unemployment
Insurance (Sum of Sections "C"
through "H")

\$1,470,749

J Unemployment Insurance

0.4%

K Unemployment Insurance
(Line "I" Multiplied
by Line "J")

\$5,883

L Less Positions Exempt from Unemployment
Insurance (Frozen Positions)
M Failed to provide 4% for Holiday & Overtime Pay
Amount requested

629

(96)

\$5,158

Program
Collections & Exhibition
Administration
Maintenance & Engineers
Security
Total

All Level

\$1,648

798

710

2,002

\$5,158

CITY & COUNTY OF SAN FRANCISCO
BUDGET EXPLANATIONS

01-001-61-00
FUND FUND DEPT DIV SEC
GROUP

1356

LINE ITEM NUMBERS OF SAN FRANCISCO
Department Should be Centered

(1)

BUDGET ESTIMATE / ADMINISTRATION

BOARD OF SUPERVISOR'S
APPROVAL (1)

MAYOR'S RECOMMENDATION (1)

NO. OF
EMPLOYEES

NO. OF
EMPLOYEES

DEPARTMENT'S REQUEST

NO. OF
EMPLOYEES

CIVIL SERVICE
CLASSIFICATION

84

Miscellaneous

A 001 Permanent Salaries - Miscellaneous and

002 Wages (Full Time) - List Each Object

003 Permanent Salaries - Craft

004

XXXX

XXXX

XXXX

XXXX

XXXX

XXXX

Total Full Time

Permanent Positions

97

Part Time Positions

Converted to Full

Time (2)

-0-

Total Permanent Positions

(Sum of "A" and "B")

97

Less Positions Exempt

from Unemployment

Insurance (2)

-0-

Total Exempt

-0-

Permanent Positions

subject to Unemploy-

ment Insurance

(Section "C" less

Section "B")

97

Temporary Salaries and

Wages Full Time

Equivalent (2)

-0-

Total Temporary

Positions

-0-

CITY & COUNTY OF SAN FRANCISCO

BUDGET EXPLANATIONS

FISCAL YEAR

01 001 61 01 00
FUND FUND DEPT DIV SEC
GROUP

The Fine Arts Museums of San Francisco

DEPARTMENT: BOARD, ON COMMISSION

014) Continued

SUBJECT 0621- UNEMPLOYMENT INSURANCE

BUDGET ESTIMATE
MAYOR'S RECOMMENDATION (1)

BOARD OF SUPERVISORS
APPROVAL (1)

SUB OBJECT	CIVIL SERVICE CLASSIFICATION	NO. CF EMPLOYEES	NO. CF EMPLOYEES	NO. CF EMPLOYEES
G	Total Positions (Sum of Section "F" and "H")	97		
H	Rate per Employee	\$2.00		
I	Total Unemployment Insurance - Adminis- tration (line "G" multiplied by line "H")	\$194		
J	Less Positions Exempt from Unemployment Insurance - Frozen position	12		
K	Total positions (line G minus line J)	85		
L	Total Unemployment Insurance - Adm. (line "K" multiplied by line "H")	\$170		
Program:				
Collections & Exhibitions		\$46		
Administration		22		
Maintenance & Engineering		22		
Security		80		
Total		\$170		

CITY & COUNTY OF SAN FRANCISCO

BUDGET EXPLANATIONS

FISCAL YEAR

The Fine Arts Museums of San Francisco

DEPARTMENT, BOARD, OR COMMISSION

1358

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01: 001 61 01 00
FUND FUND DEPT DIV SEC
GROUP

015) 1001 - Professional Special Service Contract
(Collections and Exhibitions) This amount covers the annual organ maintenance (\$2,200) contract and analytical examinations on textiles (\$1,300) \$3,500

016) 1110 - Auto Mileage—
Administration
The Fine Arts Museums are housed in two buildings three miles apart. Staff is required to travel between buildings. The administrative staff makes regular trips to City Hall and other locations to conduct museum business. Following is the monthly average mileage for employees who use their own cars.

Name	Title	Car Model	Miles/Mo
E. Anderson	Asst. to Director	1976 VW Rabbit	35
M. Sandgren	Museum Packer		35
S.D. Coerr	Museum Registrar		35
B. Merley	Asst. Curator	1972 Volvo	20
J. Cullen	Chief Engineer		35
C. Long	Public Info. Officer	1966 Ford	50
J. Nelson	Librarian		35
G. Brakefield	Sta. Eng.	1970 Ford	20
S. Priolo	Mus. Serv. Coordinator	Audi	45
S. Levitin	Curator	1971 Volvo	35
C. Faus	Clerk Steno	VW	35
P. March	Museum Registrar	1973 Toyota	20
R. Johnson	Curator		28
			428 mi. month

428 mi/mo x 12 mo = 5136 mi/yr x \$.18/mi. = \$925

017) 1201 Local Field Expense
(Administration) Routine business requires the expenditure of fees for bus fares, tolls and parking. \$150

018) 1202 Freight
(Collections & Exhibitions) For the transportation of works of art on loan to the museums and works of art being considered for acquisition. Request based on actual costs. \$6,000

019) 1208 Routine Travel
(Administration)
Funds will partially cover travel by the Director, curatorial, conservation and administrative staff for the purposes of negotiating art object loans and exhibitions, acquisition considerations, object condition examinations, and education/information exchange for the enhancement of museum services to the community. \$1,000

020) 1218 Office Equipment Maintenance
(Administration) Funds are required for servicing 17 typewriter, 6 adding machines, 1 mimeograph machine and 1 dictaphone. \$900

021) 1219 Other Equipment Maintenance
(Security) Maintenance of proprietary security equipment at both buildings: \$3,250
Maintenance of fire alarm and smoke detection equipment at both buildings: \$7,524
Subtotal Security allocation \$10,774
(Maintenance and Engineering) Maintenance of 2 elevators 1 each at the Asian Art Museum and the de Young Museum: \$2,100
Maintenance of Engine Room equipment at both buildings: \$1,141
Subtotal Maintenance and Engineering \$3,341
allocation TOTAL \$14,115

The Fine Arts Museums of San Francisco

Department Board on Conservation

CITY & COUNTY OF SAN FRANCISCO
BUDGET EXPLANATIONS

FISCAL YEAR

01	001	61	01	00
FUND	FUND	DEPT	DIV	SEC
GROUP				

022) 1220 Cleaning and Laundry (Maintenance and Engineering) Funds are requested for sweeping covers used on hardwood floors. Request based on actual cost. \$600

023) 1221 Scavenger Service (Maintenance and Engineering) Scavenger Service for the de Young and the Legion of Honor. \$3,120

024) 1222 Janitorial Service (Maintenance and Engineering) Annual window washing contract for de Young and Legion of Honor partially cover service at the Legion. \$1,000

025) 1223 Pest Control (Collections and Exhibitions) Evidence of active woodworm damage has been found in several very large pieces of Dutch and French furniture in period rooms at both the de Young and Legion of Honor as well as in several areas of the collections in storage. \$3,000 is required to prevent further infestation and contamination to these areas by fumigation. An additional \$500 is requested for the treatment of individual pieces of smaller furniture and primitive objects from the AOA collection showing woodworm activity. and for the treatment of new acquisitions. The future of the museums' period rooms/wood objects will be in jeopardy without these funds. \$3,500

026) 1231 Electricity, Heat, Water (Non-allocated) Estimated sewer service charge for 1979-80. \$2,472

027) 1232 Telephone (Non-allocated) Although our yearly telephone bill for the museum complex exceeds \$30,000, this request will continue to cover the City portion. \$18,000

028) 1233 Postage (Non-allocated) The amount requested reflects a reasonable contribution to the total mailing costs for the museums. \$5,500

029) 1235 Subscription (Collections and Exhibitions) The museums' libraries, both the de Young's and the Achenbach Foundation's, are very outdated. Magazines and periodicals formerly subscribed to were discontinued in recent years due to lack of funds. New periodicals are continually coming into print in the fields of museology, anthropology and other museum related areas. Funds are required to update subscriptions and subscribe to new periodicals. \$1,400

030) 1236 Printing (Administration) Printing of letterhead stationery envelopes, labels and forms used by the staff of the museums. \$6,500 (Collections and Exhibitions) Photography for documentation of permanent collection, and for objects on temporary loan. The staff photographer is required to divide his time between The Asian Art Museum, the de Young Museum and the Legion of Honor. Photography of temporary loans is very time consuming, which means that the important task of documenting the permanent collection has been set aside. This amount will contribute to reducing the existing backlog. \$3,000 (Collections and Exhibitions) Bookbinding of library books and printing of Bookbinding of Congress cards essential to on-going operations. \$8,700 TOTAL

031) 1243 Other Equipment Rental (Security) Rental of ADT and security equipment for the Asian Art Museum, de Young Museum and Legion of Honor. \$5,250 (Administration) Rental of postage meter head. 200 (Maintenance and Engineering) Deodorizers for the rest rooms and liquid carbonic. \$5,800

032) 1273 Exhibitions (Non-allocated) Exhibitions has been provided by funding for exhibits for 1979-80. 0

BUDGET EXPLANATIONS

P. 78

FUND 01 001 61 01 00
FUND FUND DEPT DIV SEC
GROUP

THE FINE ARTS MUSEUMS OF SAN FRANCISCO
Governing Board on Construction

- 033) 1200 Promotional Expense
Funding for promotional expenses has been provided by non-City sources for 1979-80 \$0
- 034) 1299 Other Current Expenses
(Administration) As in prior years, a clipping service is essential to our public information office. \$475
- 035) 1301 Office Supplies
(Administration) General office supplies are used by all museum departments. Both their cost and usage is on the rise. \$5,000
- 036) 1304 Technical Supplies
(Collections and Exhibitions) For the purchase of utensils and measuring devices for the conservation laboratories and photographic supplies to document the permanent collection and to develop slide presentations for public lectures. \$1,500
- 037) 1330 Equipment Maintenance Supplies
(Maintenance and Engineering) Fan belts, machinery and equipment parts, ropes, cables, chains, metals and castings as necessary to supply the engine rooms of the de Young and the Legion of Honor. \$300
- 038) 1335 Electrical
(Maintenance and Engineering) Electrical supplies for maintenance work in both museums. \$500
- 039) 1336 Lighting
(Maintenance and Engineering) Funds are requested for light fixtures and lamps in both display and non-display areas of the two museums. \$2,100
- 040) 1340 Water Sewage Treatment Supplies
(Collections and Exhibitions) Chemicals and chemical products are necessary for the routine work of the decorative arts, textile, paintings and paper conservation laboratories. \$450
(Maintenance and Engineering) Chemicals are required to prevent engine room boiler corrosion. \$450
Total \$900
- 041) 1341 Building Maintenance Supplies
(Collections and Exhibitions) Supplies for maintenance of workshops and laboratories. \$600
- 042) 1350 Building Maintenance
(Maintenance and Engineering) Pipes, tubing, fittings, air conditioning equipment and parts for new air conditioning systems, plumbing and steamfitting supplies for both museums. \$2,500
- 043) 1355 Household
(Maintenance and Engineering) Funds required for paper towels, toilet tissue and soap for both museums. Amount based on current usage. \$2,750
- 044) 1374 Uniforms
(Security) Funds are requested to supply uniforms for the Museum Guard force required by the City's M.O.U. with Local 400. (34 Museum Guards x \$120) \$4,080
- 045) 1385 Construction Materials
(Collections and Exhibitions) Supplies such as abrasives, general hardware for conservation and restoration of paintings, lumber and construction materials for construction of exhibitions. Woods and veneers for restoration of furniture and decorative art objects. \$500

CITY & COUNTY OF SAN FRANCISCO
BUDGET EXPLANATIONS
FISCAL YEAR

THE FINE ARTS MUSEUMS OF SAN FRANCISCO
Department Board on Commission

01 001 61 01 00
FUND FUND DEPT DIV SEC
GROUP

- 046) 1391 Fuels and Lubricants
(Collections and Exhibitions) For operation of freight truck, delivery van, and two Trip-Out-Trucks. \$2,000
(Maintenance and Engineering) Lubricants for engine room equipment in both museums. \$300
TOTAL \$2,300
- 047) 1399 Others- Requested funds reallocated to other line items.
- 048) 1406 Auto Insurance
(Collections and Exhibitions) Insurance coverage for freight truck, delivery van and two Trip-Out-Trucks used by Art School staff for community outreach programs. \$1,000
- 049) 1408 Other Insurance
(Collections and Exhibitions) This item covers objects on temporary loan to the museums for exhibitions, long-term loans to the museums and objects in transit. Request includes a modest increase due to rising values of art works.
- 050) 1435 Fees Licenses Permits Funding for this item is not required in FY 1979-80. \$0
- 051) 1440 Membership Dues Funding for membership dues will be provided by non-City sources in 1979-80. \$0
- 052) 2270 Books Library
(Collections and Exhibitions) Funds will purchase current publications in art history and related fields. The amount requested is the lowest for all major United States Museums and is clearly inadequate. \$3,000
- 053) 2299 Other- Funds previously in this line have been reallocated to other line items.
- 054) 3100 Auto Maintenance
(Collections and Exhibitions) Maintenance and repair of freight truck, delivery van and two Trip-Out-Trucks. \$2,000
- 055) 3300 Light, Heat and Power
(Non-allocated) - Variations reflect anticipated usage due to the closing of the museums certain days per week at the age of the formula funding levels. \$122,099-\$128,896
- 056) 3500 Printing Reproduction
(Administration) - Funds requested to use the copying machine at City Hall's Reproduction Bureau. \$25
- 057) 3700 Workers Compensation
(Non-allocated) - Amount requested by the compensation division of the Retirement System. \$10,000
- 058) 2020 Facilities Maintenance
The museum buildings and most of their equipment are over fifty years old. Minor and emergency repairs are often necessary to maintain the standards required of a major public facility. Quarterly maintenance funds are requested, as in previous years, to cover carpentry, electrical work, plumbing, glazing, cement work and other repairs to the buildings and equipment. \$32,000
- Several on-going maintenance projects have been and should continue to be funded annually. Skylights in both buildings need major work; leaks due to lapses can cause severe and permanent damage to works of art. Oak floors in both buildings need continual work to restore them to proper condition; leaks, moisture and extreme temperature changes have created buckling and general deterioration. Painting of various galleries and other interior spaces should occur continuously, as heavy public usage of these

BUDGET EXPLANATIONS

FISCAL YEAR

1979-80

The Fine Arts Museums of San Francisco
DEPARTMENT, BRANCH, OR COMMISSION

Section I -- Narrative Statement

The narrative statement for the General Fund section of the Museums' budget includes the Admissions Fund for the purposes of meeting the four levels of the budget request formula. That is, the base budget plus three increments.

Since the Admissions Fund request was not calculated by itself to comply with the budget request formula, the Admissions Fund request at the base and first increment levels is below the formula amounts. At the second and third increment levels, the requests are above the formula amounts.

However, the Admissions Fund does fall within the budget request formula as part of the Museums' total request set forth in the General Fund narrative.

Explanations of the impact of each funding level follow:

Base Budget (93%) - At this level of funding, the Museums would be closed four days per week, requiring fewer vendors to collect fees at the door. Two vendor positions are deleted. In addition, armored car pick-up service would not be needed as often to collect cash deposits.

First Increment (88%) - At this level, the Museums would be closed two days per week and one vendor position is deleted.

Second Increment (92%) - Impact would be the same as First Increment (88%) funding.

Third Increment (95%) - Funding based upon remaining open to the public seven days each week.

Section II - Line-Item Explanation

	02	403	61	02	00
	FUND	FUND	DEPT	DIV	SEC
GROUP					

001) 10 Regular Miscellaneous
Please refer to Narrative Statement Section I for salary decreases.

002) 100 Overtime-Permanent
To provide funds to pay permanent employees when requested to work in excess of their regular schedule after all efforts have failed to provide the services of a temporary employee (as needed) for short term emergency sick leave purposes. \$1,000

003) 120 Holiday Pay - Miscellaneous
11 Holidays

1 Account Clerk (1630) CPLH
\$6.98 (per hour) x 8 hours = \$55.84 x 11 days = \$ 614.24

2 Vendors (3302) full-time

1 vendor for de Young
\$6.65 (per hour) x 8 hours = \$53.20 x 11 days = \$ 585.20

1,170.40

1 Vendor (3302) part-time, DY
\$6.65 (per hour) x 8 hours = \$53.20 x 11 days = \$ 585.20

\$ 438.90

TOTAL \$2,223.54

Amount Requested \$2,300.00

004) 200 Regular Temporary
Funds requested to cover schedules of permanent employees on vacation and sick pay. It is imperative that all schedules are covered. \$1,500.00

BUDGET EXPLANATIONS

FISCAL YEAR

The Fine Arts Museums of San Francisco

DEPARTMENT, SUBUNIT, OR COMMISSION

1979-80

02	401	66	03	SEC
FUND	FUND	DEPT	DIV	
GROUP				

REVENUE

901 - 8170 Museum Exhibit Admission

The admission fees are currently \$1.00 for adults (18-64) and 50¢ for youths (12-17). Admission is free to seniors (65 and over), children (under 12), members and recognized educational groups. Admission is free to everyone the first day of each month.

The admission fee revenue projection for FY 1979-80 is based on the current fee structure. Two other major factors underlay the revenue projections. First, tickets sold for the Tut Exhibit include current admission fees. This will greatly increase revenue on a one time only basis. Second, depending on whether the museums are funded at the base budget level, or base plus all three increments, the galleries will be open to the public anywhere from three to seven days each week. Consequently, the revenue projections reflect average admission collections by days of the week, with seasonal adjustments.

Thus, the departmental base revenue projection for FY 1979-80 amounts to \$450,160 and assumes the permanent galleries will be open three days each week from Friday through Sunday. The first and second increment revenue projections amount to \$489,840 and it is assumed the permanent galleries will be open five days each week from Wednesday through Sunday. The third increment revenue projection amounts to \$535,200 and assumes the permanent galleries will remain open seven days each week.

FORM ALSO
D

~~The Finance and Accounting Department, Board of Supervisors~~

CITY & COUNTY OF SAN FRANCISCO
BUDGET EXPLANATIONS

FISCAL YEAR
1979-80

02 FUND
04 DEF
05 DIV
06 SEC

005)

SUBJECT 0600 - RETIREMENT ALLOWANCES (CITY AND COUNTY SYSTEM)

DEPARTMENT'S REQUEST

S.T.R.Y
ESTIMATE
IZATION
FACTOR (1)

MAJOR'S RECOMMENDATION

BOARD OF SUPERVISORS'
APPROVAL (1)

CIVIL
SERVICE
CLASS.

NO.
OF
EMPS.

AMOUNT

NO.
OF
EMPS.

AMOUNT

NO.
OF
EMPS.

AMOUNT

A 001 Permanent Salary-
less and Wages

6

\$45,185

002

003

004

TOTAL PERMANENT
SALARIES

6

\$45,185

B
Less Classifications
Exempt from Retirement (2)

-0-

TOTAL EXEMPT
SALARIES

C
Permanent Salaries
and Wages
Subject to Retirement (Total of "A" less "B")

\$45,185

BUDGET EXPLANATIONS

FISCAL YEAR

The Fine Arts Museum of San Francisco

DEPARTMENT, BOARD, OR COMMISSION

02
FUND
GROUP403
FUND61
DEPT02
DIV00
SEC

SUBOBJECT 0600 - RETIREMENT ALLOWANCE - (CITY AND COUNTY SYSTEM)

GROUP	SUB OBJECT	DEPARTMENT'S REQUEST		SALARY STANDARD- IZATION FACTOR (1)		MAYOR'S RECOMMENDATION		BOARD OF SUPERVISORS'	
		CIVIL SERVICE CLASS	NO. OF PLPS.	AMOUNT	FACTOR (1)	NO. OF PLPS.	AMOUNT	APPROVAL (1)	AMOUNT

D 010 Overtime (3) 0100

\$1,000

Total Over-
time

E 012 Holiday Pay (3) 0120

2,300

Total Holiday
Pay

F 013 Extended Work
Week
G 014 Differential Pay
H 020 Temporary Sal-
aries (4)

-0-

-0-

-0-

Total Tempora-
ry Salaries

I 020 Temporary Sal-
aries Special
Purpose

-0-

I Total (Sum of
totals of "C"
through "H")

\$48,485

1367

D
FORM 480CITY & COUNTY OF SAN FRANCISCO
BUDGET EXPLANATIONSFISCAL YEAR
1979-80The Fine Arts Museums of San Francisco
DEPARTMENT, BOARD, OR COMMISSION

02	401	61	02	00
FUND	FUND	DEPT	DIV	SEC
GROUP				

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SUBJECT 0600 - RETIREMENT ALLOWANCE - (CITY AND COUNTY SYSTEM)

SUBJECT 0600 - RETIREMENT ALLOWANCE - (CITY AND COUNTY SYSTEM)									
DEPARTMENT'S REQUEST				MAYOR'S RECOMMENDATION			BOARD OF SUPERVISORS' APPROVAL (1)		
CIVIL SERVICE CLASS	NO. OF EMPS.	AMOUNT	SALARY STANDARDIZATION FACTOR (1)	NO. OF EMPS.	AMOUNT	NO. OF EMPS.	AMOUNT		
J Deductions for Salaries of Employees Who									
1-Become members of Retirement System after November 1, 1976 (Per Work-Sheet)									
		\$19,187							
2-Are members of State Retirement System (Per Work Sheet)									
		-0-							
Total Deductions		\$19,187							
K Salaries Subject to Retirement for members on or before November 1, 1976 (Line "I" less total of "J")									
		\$29,298							
L Retirement Rate for members on or before November 1, 1976									
		20.05%							
M Retirement Allowance for members on or before November 1, 1976 (Line "K" multiplied by line "L")									
		5,874							

CITY & COUNTY OF SAN FRANCISCO
BUDGET EXPLANATIONSFISCAL YEAR
1979-8002 FUND GROUP
403 FUND
61 DEPT
02 DIV
00 SEC

The Fine Arts Museums of San Francisco

DEPARTMENT: BOARD OF CHAIRMAN

SUBJECT 0600 - RETIREMENT ALLOWANCE - (CITY AND COUNTY SYSTEM)

DEPARTMENT'S REQUEST
CIVIL SERVICE CLASS
NO. OF EMP'S.(1) 1630
(2) 3502

N Salaries subject to Retirement for employees who became members of Retirement System after November 1, 1976 (Attach Work Sheet)

O Retirement Rate for members after November 1, 1976

P Retirement Allowance for members after November 1, 1976 (Line "N" multiplied by Line "O")

Q Total Retirement Allowance (Sum of Lines "N" and "P")

R Less: Retirement Allowance for Salary Savings (\$15,168 x 20.05%)

S Retirement Allowance at 83%

Amount Required for 88%

Amount Required for 92%

Amount Required for 95%

BOARD OF SUPERVISORS' APPROVAL (1)
NO. OF EMP'S.EMPLOYER'S RECOMMENDATION
SALARY STANDARDIZATION FACTOR (1)
NO. OF EMP'S.

AMOUNT

AMOUNT

AMOUNT

AMOUNT

AMOUNT

AMOUNT

AMOUNT

AMOUNT

AMOUNT

CITY & COUNTY OF SAN FRANCISCO
BUDGET EXPLANATIONS

FISCAL YEAR

1979-80

02	403	61	02	00
FUND	FUND	DEPT	DIV	SEC
GROUP				

P. 6

The Fire Arts Museums of San Francisco

Department, Board, or Commission

006)

TELEPHONE'S REQUEST

BUDGET ESTIMATE
SUBBUDGET 0606 - SOCIAL SECURITY

MAYOR'S RECOMMENDATION (1)

BOARD OF SUPERVISORS' APPROVAL (1)

SUB OBJECT	NO. OF EXPS.	TOTAL SALARIES	SOCIAL SECUR- ITY TAX	NO. OF EXPS.	TOTAL SALARIES	SOCIAL SECUR- ITY TAX
A 001 Permanent Salaries and Wages (2) (List Each Object	6	\$45,185	\$2,770			
002	XXX					
003	XXX					
004	XXX					
	XXX					
Total for Permanent Salaries and Wages	6	\$45,185	\$2,770			
B Less Classifications Exempt from Social Security (2)		-0-	-0-			

Total for Exempt Classifications							
0 Net Social Security (Section "A" less Section "B")	6	\$45,185	\$2,770				
1010 Overtime (2)		1,000	62				
Total for Overtime		XXX					

1371

FORM 4320
DCITY & COUNTY OF SAN FRANCISCO
BUDGET EXPLANATIONS

FISCAL YEAR

1979-80

The Fine Arts Museums of San Francisco

Department, Board, or Commission

02	403	61	02	00
FUND	FUND	DEPT	DIV	SEC
GROUP				

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P. 8

007)

DEPARTMENT'S REQUEST

BUDGET ESTIMATES
SUBJECT 0610 - HEALTH SERVICE

MAYOR'S RECOMMENDATION

BOARD OF SUPERVISOR'S APPROVAL (1)

CIVIL SERVICE
CLASSIFICATIONNO. OF
EMPLOYEESNO. OF
EMPLOYEESNO. OF
EMPLOYEES

A 001 Permanent Salaries

002 and Wages (2) 1st Each Object

003

004

6

Total Permanent
Employees

6

B Classifications
Exempt from

Health Service (2) 3302 Vendor

1

Total Exempt
Employees

1

C Permanent Employees
Subject to Health
Service(Sum of Sections
"A" and "B")

5

CITY & COUNTY OF SAN FRANCISCO

BUDGET EXPLANATIONS

FISCAL YEAR

The Fine Arts Museums of San Francisco

1979-80

Department: Board of Commissioners

02	403	61	02	00
FUND	FUND	DEPT	DIV	SEC
GROUP				

007) Continued

SUB
OBJECTBUDGET ESTIMATES
SUBJECT 0610 - HEALTH SERVICE

MAYOR'S RECOMMENDATION

BOARD OF SUPERVISOR'S APPROVAL (1)

NO. OF EMPLOYEES	NO. OF EMPLOYEES
---------------------	---------------------

CIVIL SERVICE CLASSIFICATION	NO. OF EMPLOYEES
---------------------------------	---------------------

D 00 Temporary Salaries
and
Wages (3)
Appropriation
"
"
"
"

-0-

Total Temporary
Employees

-0-

E Total Employees
(Sum of Sections
"C" and "D")

5

F Rate per Employee

\$443.88

G Total Health Service
(Line "E" multiplied
by line "F")

\$2,219

2 Employees deducted due to
Salary Savings at 83%
Amount requested

\$1,331

1 Employee deducted due to
Salary Savings at 88% & 92%.
Amount requested

\$1,775

Amount required at 95%

\$2,219

CITY & COUNTY OF SAN FRANCISCO

BUDGET EXPLANATIONS

FISCAL YEAR

1979-80

The Fine Arts Museums of San Francisco

Department, Board, or Commission

02	403	61	02	00
FUND	FUND	DEPT	DIV	SEC
GROUP				

008)

SUBJECT 0620 - UNEMPLOYMENT INSURANCE

BUDGET ESTIMATE

DEPARTMENT'S REQUEST

BOARD OF SUPERVISORS' APPROVAL (1)

0001

Permanent Salaries

last Each Object

002

003

004

DEPARTMENT'S REQUEST	NO. OF	AMOUNT	SALARY STANDARDIZATION FACTOR (1)	NO. OF	AMOUNT	BOARD OF SUPERVISORS' APPROVAL (1)
CLASS	TYPE			EXPSA		
XXXX	6	\$45,185				
XXXX						
XXXX						
XXXX						
XXXX						
XXXX						

Total Permanent Salaries

6 \$45,185

Less Positions Exempt

-0- -0-

from Unemployment Insurance

Total Exempt Positions

0

Permanent Salaries Subject to Unemployment Insurance

(Section "A" less Section "B")

6 \$45,185

0010 Overtime

Appropriation 0100

\$1,000

Total Overtime

0012 Holiday Pay

Appropriation 0120

\$2,300

Total Holiday Pay

0013 Extended Work Week

0014 Differential Pay

-0-
-0-

1374

D
FOAL 4880

CITY & COUNTY OF SAN FRANCISCO

BUDGET EXPLANATIONS

FISCAL YEAR

The Fine Arts Museums of San Francisco

1979-80

DEPARTMENT, BOARD, OR COMMISSION

02	403	61	02	00
FUND	FUND	DEPT	DIV	SEC
GROUP				

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008) Continued

BUDGET ESTIMATE

SUBJECT 0620 - UNEMPLOYMENT INSURANCE

BOARD OF SUPERVISORS'
APPROVAL (1)

DEPARTMENT'S REQUEST

MAYOR'S RECOMMENDATIONS

OBJECT	CIVIL SERVICE CLASS	NO. OF EMPLS.	AMOUNT	SALARY STANDARD- IZATION FACTOR (1)	NO. OF EMPLS.	AMOUNT	NC. CF EMPLS.	BOARD OF SUPERVISORS' APPROVAL (1)
H 020 Temporary Salaries								
I Total Salaries and Wages subject to Unemployment Insurance (Sum of Sections "C" through "H")								
J Unemployment Insurance Rate			\$48,485					
			0.4%					
K Unemployment Insurance (Line "I" Multiplied by Line "J")								
Failed to provide 4% for Holiday and Overtime Pay								
Amount Requested at all levels								

H 020 Temporary Salaries

-0-

I Total Salaries and Wages subject to Unemployment Insurance (Sum of Sections "C" through "H")

\$48,485

J Unemployment Insurance Rate

0.4%

K Unemployment Insurance (Line "I" Multiplied by Line "J")

\$194

Failed to provide 4% for Holiday and Overtime Pay

(14)

Amount Requested at all levels

\$180

CITY & COUNTY OF SAN FRANCISCO
BUDGET EXPLANATIONS

FISCAL YEAR

The Fine Arts Museums of San Francisco

1979-80

Department, Board, or Commission

02	403	61	02	00
FUND	FUND	DEPT	DIV	SEC
GROUP				

009)

SUBJECT 0621 - UNEMPLOYMENT INSURANCE (ADMINISTRATION)

DEPARTMENT'S REQUEST

MAYOR'S RECOMMENDATION (1)

BOARD OF SUPERVISOR'S
APPROVAL (1)CIVIL SERVICE
CLASSIFICATIONNO. OF
EMPLOYEESNO. OF
EMPLOYEESNO. OF
EMPLOYEES

A 001 Permanent Salaries

and

002 Veger (Full Time) - List Each Object

003

004

6

XXXX
XXXX
XXXX
XXXX
XXXX
XXXX

Total Full Time

Permanent Positions

6

B

Part Time Positions
Converted to Full

Time (2)

-0-

C

Total
Total Permanent Positions
(Sum of "A" and "B")

6

D

Less Positions Exempt
from Unemployment
Insurance (2)

-0-

Total Exempt

CITY & COUNTY OF SAN FRANCISCO

BUDGET EXPLANATIONS

FISCAL YEAR

The Fine Arts Museums of San Francisco

1979-80

DEPARTMENT, BOARD, OR COMMISSION

1376

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02	403	61	02	00
FUND	FUND	DEPT	DIV	SEC
GROUP				

009) Continued

BUDGET ESTIMATE
SUBJECT 0621- UNEMPLOYMENT INSURANCE (ADMINISTRATION)BOARD OF SUPERVISORS
APPROVAL (1)

MAYOR'S RECOMMENDATION (1)

NO. OF
EMPLOYEESNO. OF
EMPLOYEESNO. OF
EMPLOYEESCIVIL SERVICE
CLASSIFICATION

E Permanent Positions
subject to Unemploy-
ment Insurance
(Section "C" less
Section "D")

6

F 020 Temporary Salaries and
Wages Full Time
Equivalent (2)

-0-

Total Temporary
Positions

G Total Positions
(Sum of Section "E"
and "F")

6

H Rate per Employee
Total Unemployment
Insurance - Adminis-
tration (Line "G"
multiplied by Line "H")

\$2.00

\$12.00

BUDGET EXPLANATIONS

FISCAL YEAR

1979-80

The Fine Arts Museums of San Francisco

DEPARTMENT, BOARD, OR COMMISSION

02	401	61	02	00
FUND	FUND	DEPT	DIV	SEC
GROUP				

- 010) 1001 Professional-Special Services Contracts
 Iroomis Armored Car and Safe Service for
 the collection of admission fee deposits
 in both museums.

At 83% funding, museum hours will be
 cut back drastically, and fees collected
 will only require Armored Car pick-up
 service once per week. \$2,513

Funding at 88% and above will increase
 open hours enough to warrant 5-day per
 week pick-up, as the current contract
 reads. \$4,513

- 011) 1218 Office Equipment Maintenance
 To cover maintenance and repair of cash
 registers, adding machines and typewriters.
 \$ 600

- 012) 1236 Printing
 To fund printing of fee collection and
 report forms, and gallery guides for
 museum visitors. \$3,600

- 013) 1301 Office Supplies
 Reduction in request reflects elimination
 of lapel buttons previously distributed
 to visitors upon payment of admission fee.
 Dated cash register receipt will now suffice.
 \$1,000

- 014) 4900 Revenue Transfer to AN
 In accordance with amended section
 10.11-15 of the San Francisco Admini-
 strative Code only \$120,000 of part B income
 from Admission Fees will be transferred to
 the City's General fund until a cumulative
 total of \$350,000 has been paid from part B
 income to meet the extraordinary expenses
 associated with special exhibitions. There-
 after, one hundred percent (100%) of part
 "B" income will be transferred.

WORK PROGRAM SUMMARY

ASIAN ART MUSEUM OF SAN FRANCISCO
DEPARTMENT, BOARD OR COMMISSION

*TOTAL LESS NON-BUDGETED REVENUES.

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PROGRAM OF FUNCTION	1978-79			1979-80		
	APPROVED	POS.	BASE	POS.	FIRST ADD-ON	POS.
A. Conservation		2	44,975	2	47,481	2
B. Curatorial		4	90,753	4	95,805	4
C. Education		1	25,895	1	27,309	1
D. Library		1	22,224	1	23,464	1
E. Preparators		2	37,444	2	39,591	2
F.						
G. Administration		5	141,233	5	146,560	5
H. Unallocated Costs						
I. Equip/Cap. Outlay			948		950	
GROSS BUDGET*	415,009	15	363,472	15	381,160	15
<u>REVENUE</u>						
Ad Valorem	415,009		363,742		381,160	
State Subventions			-0-		-0-	
State Grants			-0-		-0-	
Fees and Charges	41,200		37,500		39,375	
Other Revenues	65,699					
TOTAL REVENUE	521,908		400,972		420,535	
<u>EXPENDITURE DETAIL</u>						
A. Permanent Salaries	230,037		245,157		245,157	
B. Other Personnel Costs			-0-		-0-	
C. Mandatory Fringe Benefits	65,186		56,620		59,319	
D. Direct Service Contracts	46,000		49,680		49,680	
E. Operating Expense			58,069		63,630	
F. Equip/Cap. Outlay			948		950	
GROSS BUDGET*			410,474		418,756	
G. Less Salary Savings			<47,002>		<37,596>	
H. ACTUAL BUDGET	415,009		363,472		381,160	
I. Permanent Employments			198,155		207,561	
J. IDMO Employments						
K. Grant Funded Empl.						
L. Other Employments						

1278

62 00 00 01/001
DEPT. DIV. SECTION FUND
WORK PROGRAM DETAIL

ASIAN ART MUSEUM OF SAN FRANCISCO
DEPARTMENT, BOARD OR COMMISSION

Name of Program or Function Conservation

Program Description:

Conservation (Preservation & Restoration) of a wide variety of Asian art objects and artifacts of inestimable value and irreplaceability. Supervision of and application of all conservation means and responsibilities.

Identification from Summary (A)

Program Outputs:

Unit	
A. Conservation (Preservation & Restoration)	
B. Examinations	
C. Consultations	
D. Environmental Control (# of objects).	
E.	

1977-78 Actual	1978-79 Estimated	Base	First Add-on	1979-80 Second Add-on	Third Add-on
-------------------	----------------------	------	-----------------	-----------------------------	-----------------

1,212	1,212	980	1,026	1,073	1,142
1,368	1,368	1,106	1,158	1,210	1,289
936	1,000	808	847	885	943
8,500	8,500	6,872	7,197	7,523	8,011

II. EXPENDITURE DETAIL

- A. Permanent Salaries
- B. Other Personnel Costs
- C. Mandatory Fringe Benefits
- D. Direct Service Contracts
- E. Operating Expenses
- F. Facilities Maintenance
- G. Equipment & Cap. Outlay
- H.
- I.
- J. TOTAL REQUESTED FOR THIS FUNCTION

III. EMPLOYMENT DETAIL

1977-78 Approved	1978-79 Approved	1979-80 Requested
---------------------	---------------------	----------------------

\$	\$	\$44,975	\$47,481	\$49,514	\$51,151
		29,561	30,962	32,363	34,464
		-0-	-0-	-0-	-0-
		8,613	8,999	9,429	10,061
		-0-	-0-	-0-	-0-
		6,801	7,520	7,722	6,664
		-0-	-0-	-0-	-0-
		29,561	30,962	32,363	34,464
		29,561	30,962	32,363	34,464
		29,561	30,962	32,363	34,464

WORK PROGRAM DETAIL

Name of Program or Function Curatorial

Identification from Summary (B)

Program Description:

The curatorial dept. oversees the collection of objects representing 22 Asian countries, each curator being responsible for a specialized cultural field of Asia. Each conducts multilingual research in identifying, periodizing & interpreting objects; designs, prepares & supervises installation of public exhibitions & disseminates info from multilingual catalogue for publications & lectures; maintains a current catalogue with a full reservoir of info & does research for museum's growth & acquisitions, provides opinions for public.

Unit

A. Number of objects collected	81	-0-	-0-	-0-	1979-80	Third
B. Number of exhibitions	26	26	21	22	Second	Add-on
C. Visitors	672,590	875,000	707,375	740,900	Add-on	
D. Number of Public Opinions given	2,830	3,000	2,425	2,540		
E. Number of lectures and publications	36	36	29	30		

	81	-0-	-0-	-0-	1979-80	Third
	26	26	21	22	Second	Add-on
	672,590	875,000	707,375	740,900	Add-on	
	2,830	3,000	2,425	2,540		
	36	36	29	30		

II. EXPENDITURE DETAIL

A. Permanent Salaries	59,924	62,768	65,612	69,878		
B. Other Personnel Costs	-0-	-0-	-0-	-0-		
C. Mandatory Fringe Benefits	16,753	17,547	18,341	19,532		
D. Direct Service Contracts	-0-	-0-	-0-	-0-		
E. Operating Expenses	14,076	15,490	15,961	13,842		
F. Facilities Maintenance	-0-	-0-	-0-	-0-		
G. Equipment & Cap. Outlay	-0-	-0-	-0-	-0-		
H.						
I.						
J. TOTAL REQUESTED FOR THIS FUNCTION	\$ 90,753	\$ 95,805	\$ 99,914	\$ 103,252		

III. EMPLOYMENT DETAIL

A. Permanent Employments	59,924	62,768	65,612	69,878		
B. IDMO Funded Employments						
C. Grant Funded Employments						
D. Other Temporary Employments						
E. Full-Time Employees in Funded Positions						
F. Part-Time Employees in Funded Positions						
TOTAL	59,924	62,768	65,612	69,878		

62 00 00 01/001
DEPT. DIV. SECTION FUND
WORK PROGRAM DETAIL

Name of Program or Function Education

Program Description:

(1) Gallery info: publications, monographs, lectures, compiling and disseminating didactic material, researching special exhibitions, editing varied materials & articles, production of creative handbooks, correspondence, calendar, (2) maps, (3) scholars, special seminars & intern programs, (4) training & coordinating research and public tours by docents, (5) school tour coordination and training; deal program coordination.

Program Outputs:

Unit	
A. Number of Publications & Lectures	10
B. Maps	4
C. Participants in tailored Ed. Programs	250
D. Number of adult tours by docents	17,500
E. Students reached by school tours	1,950

II. EXPENDITURE DETAIL

- A. Permanent Salaries
- B. Other Personnel Costs
- C. Mandatory fringe Benefits
- D. Direct Service Contracts
- E. Operating Expenses
- F. Facilities Maintenance
- G. Equipment & Cap. Outlay
- H.
- I.

J. TOTAL REQUESTED FOR THIS FUNCTION

ASIAN ART MUSEUM OF SAN FRANCISCO
DEPARTMENT, BOARD OR COMMISSION

Identification from Summary (C)

	1977-78 Actual	1978-79 Estimated	Base	First Add-on	1979-80 Second Add-on	Third Add-on
A.	10	15	12	13	14	15
B.	4	4	1	2	3	4
C.	250	250	202	212	221	234
D.	17,500	17,500	14,148	14,818	15,489	16,484
E.	1,950	1,950	1,576	1,651	1,726	1,838
F.						
G.						
H.						
I.						
J.	\$ 25,895	\$ 27,309	\$ 28,488	\$ 29,548		

III. EMPLOYMENT DETAIL

- A. Permanent Employments
- B. IMAO Funded Employments
- C. Grant Funded Employments CETA
- D. Other Temporary Employments
- E. Full-time Employees in
- F. Part-time Employees in
- G. Funded Positions
- H. Funded Positions

	1977-78 Approved	1978-79 Approved	1979-80 Requested
A.	18,188	19,050	19,912
B.	8,509	8,509	8,509
C.			
D.			
E.			
F.			
G.			
H.			
I.			
J.	26,697	28,559	28,421
TOTAL	29,714		

Name of Program or Function Library

Identification from Summary (D)

Program Description:

Duties consist of all functions found in a small special library, i.e. organizing and planning, serving the patrons (both staff and public), selecting, processing and maintaining library materials, preparing various reports, maintaining various accounts and books, lecturing to various groups on the use of the library, etc.

Program Outputs:

	Unit
A. Books Catalogue	700
B. People served	10,000
C. Cards filed	5,500
D. Letters	1,000
E.	

II. EXPENDITURE DETAIL

A. Permanent Salaries	14,517	15,205	15,893	16,925
B. Other Personnel Costs	-0-	-0-	-0-	-0-
C. Mandatory Fringe Benefits	4,238	4,439	4,639	4,941
D. Direct Service Contracts	-0-	-0-	-0-	-0-
E. Operating Expenses	3,469	3,820	3,937	3,402
F. Facilities Maintenance	-0-	-0-	-0-	-0-
G. Equipment & Cap. Outlay	-0-	-0-	-0-	-0-
H.				
I.				
J. TOTAL REQUESTED FOR THIS FUNCTION	\$ 922,224	\$ 23,464	\$ 24,469	\$ 25,268

III. EMPLOYMENT DETAIL

A. Permanent Employments	14,517	15,205	15,893	16,925
B. IDMO Funded Employments				
C. Grant Funded Employments				
D. Other Temporary Employments				
E. Full-Time Employees in Funded Positions				
F. Part-Time Employees in Funded Positions				
TOTAL	14,517	15,205	15,893	16,925

DEPT. DIV. SECTION FUND
 WORK PROGRAM DETAIL

ASIAN ART MUSEUM OF SAN FRANCISCO
 DEPARTMENT, BOARD OR COMMISSION

Name of Program or Function Preparators

Identification from Summary (E)

Program Description:

Assist curators in planning & designing exhibitions involving preparation of layouts & cost estimates & coordinating work schedules. Detailed designing & construction of installations, i.e. movement & storage of art objects, maintenance of work-shop & preparatorial supplies upkeep of equipment & tools, stocking consumable supplies such as lumber nails etc. Occupations in a wide variety of preparatorial tasks such as assisting Conservation, Education & Engineering staffs.

Program Outputs:

Unit	
A. Design (cubic feet)	
B. Construction (cubic feet)	
C. Installation (number of objects)	
D. Number of exhibitions	
E. Movement & Storage (Number of objects)	

1977-78 Actual	1978-79 Estimated	Base	First Add-on	1979-80 Second Add-on	Third Add-on
604,364	885,250	503,231	527,081	550,931	586,705
2,000	6,538	1,500	1,571	1,642	1,749
950	1,405	640	670	701	746
10	7	5	5	6	6
10,550	12,200	6,000	6,284	6,569	6,995

II. EXPENDITURE DETAIL

- A. Permanent Salaries
- B. Other Personnel Costs
- C. Mandatory Fringe Benefits
- D. Direct Service Contracts
- E. Operating Expenses
- F. Facilities Maintenance
- G. Equipment & Cap. Outlay
- H.
- I.

J. TOTAL REQUESTED FOR THIS FUNCTION

\$ 37,444 \$ 39,591 \$ 41,262 \$ 42,369

III. EMPLOYMENT DETAIL

- A. Permanent Employments
- B. IDMO Funded Employments
- C. Grant Funded Employments C.E.T.A.
- D. Other Temporary Employments
- E. Full-Time Employees in Funded Positions
- F. Part-Time Employees in Funded Positions

1977-78 Approved	1978-79 Approved	1979-80 Requested
27,069	22,030	23,072
	24,116	25,682

TOTAL

22,030 23,072 24,116 25,682

62 00 00 01/001
DEPT. DIV. SECTION FUND

WORK PROGRAM DETAIL

Name of Program or Function Administration

Program Description:

Preparation and execution of City budget; works with Asian Art Foundation on fund raising activities and grant applications. Plans and budget upcoming exhibitions. Administers pertinent city policies. Consults with Police and Fire Depts. Supervises personnel and coordinates museum activities.

Program Outputs:

Unit

A. Fund Raising Events
B. Grants Applied for
C.
D.
E.

II. EXPENDITURE DETAIL

A. Permanent Salaries
B. Other Personnel Costs
C. Mandatory Fringe Benefits
D. Direct Service Contracts
E. Operating Expenses

F. Facilities Maintenance
G. Equipment & Cap. Outlay
H.
I.

J. TOTAL REQUESTED FOR THIS FUNCTION

III. EMPLOYMENT DETAIL

A. Permanent Employments 5
B. IDMO Funded Employments 3
C. Grant Funded Employments 3
D. Other Temporary Employments
E. Full-Time Employees in Funded Positions 1
F. Part-Time Employees in Funded Positions 0
TOTAL 7

ASIAN ART MUSEUM OF SAN FRANCISCO
DEPARTMENT, BOARD OR COMMISSION

Identification from Summary (C)

	1977-78 Actual	1978-79 Estimated	Base	First Add-on	1979-80 Second Add-on	Third Add-on
	2	5	0	1	2	3
	0	3	1	1	1	1
	46,000	46,000	53,937	56,503	59,070	62,907
			-0-	-0-	-0-	-0-
			15,043	15,756	16,469	17,538
			49,680	49,680	49,680	49,680
			22,573	22,621	25,489	25,459
			12,600	12,600	12,600	12,600
			948	950	950	950
	\$	\$	\$154,781	\$160,110	\$164,258	\$166,934
	1977-78 Approved	1978-79 Approved	1979-80 Requested			
	65,389	65,651	53,937	56,503	59,070	62,907
			-0-	-0-	-0-	-0-
	8,509	8,509	28,710	28,710	28,710	28,710
			-0-	-0-	-0-	-0-
	46,000	46,000	49,680	49,680	49,680	49,680
	-0-	-0-	-0-	-0-	-0-	-0-
			132,327	134,893	137,460	141,297

CITY & COUNTY OF SAN FRANCISCO
BUDGET EXPLANATIONS

FISCAL YEAR

1979 - 1980

ASIAN ART MUSEUM OF SAN FRANCISCO

DEPARTMENT: SOUTH, 3M COMMISSION

	01	001	62	00
	FUND	FUND	DEPT	DIV
	GROUP			SEC

Page 1

1. NORMAL INCREMENTS
Adjustments of salaries in accordance with the annual salary standardization ordinance.
2. #600 CITY RETIREMENT
13 Permanent Employees x 2005
2 Permanent Employees x .147
3. #606 SOCIAL SECURITY
.0613 of salaries as mandated by law.
4. #610 HEALTH SERVICE CITY MATCH
14 Employees x \$443.88
1 Employee Exempt
5. #611 HEALTH SERVICE SUBSIDY
Health service subsidy and Administration costs.
6. #620 UNEMPLOYMENT INSURANCE
.004 x salaries.
7. #621 UNEMPLOYMENT INSURANCE ADMN.
\$.27 per employee for 15 permanent employees.
8. #1001 PROFESSIONAL CONTRACT - \$49,680.00
Compensation for services as Director and Chief Curator, Asian Art Museum of San Francisco in compilation and preparation of the Avery Brundage Catalogue. This contract is part of a commitment made by the City to Mr. Brundage and as agreement between the Asian Art Commission and the Board of Trustees of the Fine Arts Museums of San Francisco.
9. #1110 AUTO MILEAGE
To reimburse staff for travel expense or museum business within the City.
10. 1202 FREIGHT, EXPRESS, DRAYING, ETC.
To cover costs of cartage of acquisitions to and from the museum. Appropriation also covers special deliveries, such as emergency needs and non-exhibition items.
11. #1218 OFFICE EQUIPMENT MAINTENANCE
For maintenance of office equipment as follows: 12 typewriters, 2 calculators, and 1 3M Copier
12. #1219 OTHER EQUIPMENT MAINTENANCE
For maintenance of Preparator's Shop and Conservation Laboratory equipment.
13. #1221 SCAVENGER SERVICE - \$1,584.00
Increase due to the re-negotiation of the City contract. This is the minimum requirement.
14. #1232 TELEPHONE SERVICE.
In addition to normal usage we are also billed for our ADT Alarm System, telephone line and the emergency telephone in the elevator.
15. #1233 POSTAGE
Estimate based on the increase in mailing due to growth activities of the collection. This also includes mailings for the Museum Society to mail out information on special events conducted in the museum.
16. #1234 PRINTING
Printing periodical calendars of events and information on special exhibitions for museum membership. Printing letterheads, envelopes, labels and forms used by the staff. Film processing and photoprinting. To cover costs of printing for each of the facilities for these services.
17. #1269 OTHER CONTRACTUAL SERVICES
Services for Photographer in preparation of the Brundage Catalogue as per the agreement between the City and Mr. Brundage.

BUDGET EXPLANATIONS

FISCAL YEAR

1979 - 1980

ASIAN ART MUSEUM OF SAN FRANCISCO

DEPARTMENT, BOARD, OR COMMISSION

#1273 EXHIBITIONS

18. Annual allotment to cover expenses of transportation, drayage and miscellaneous fees for temporary exhibitions of Asian Art and the frequent rotation of our permanent collection. The Asian Art Museum Committee for special exhibitions is in the process of studying a number of offers for special exhibitions.

19. #1299 OTHER CURRENT EXPENSES
For miscellaneous services of \$500 or less each.

20. #1301 OFFICE SUPPLIES
For office supplies used by the clerical staff, curators, conservation and education departments and also the Librarian.

21. #1304 TECHNICAL SUPPLIES
In addition to the normal photographic supplies required by the two (2) photographers, special X-ray and infra-red film is required by the conservation department. The photographic services are an integral part of the Brundage Catalogues as set forth in the contract between the City and Mr. Brundage.

22. #1336 LIGHTING
The amount requested is justified on the grounds of: frequent burnouts, group replacement policy due to high location of lamps, needed to maintain proper level of lighting to best display art objects and to promote security.

23. #1340 WATER SEWAGE TREATMENT SUPPLIES
Chemicals for refrigerant gas (for emergency leaks), boiler chemicals, cooling tower treatment, chilled water system and corrosion inhibition, sulfuric acid and testing chemicals and supplies, used by engineers.

01 FUND 001 62 00
GROUP DEPT DIV SEC

24. #1341 BUILDING MAINTENANCE SUPPLIES
Air conditioning parts, valves of component parts necessary to prevent deterioration of our bronze and painting collection and to protect traveling exhibitions from moisture and air pollution.

25. #1380 SMALL TOOLS
Necessary tools and devices in order for our Conservation and Shop Departments to function properly.

26. #1385 CONSTRUCTION MATERIALS
Lumber, millwork and other miscellaneous construction materials required for the construction of pedestals, bases, etc. used to display our rotating exhibitions.

27. #1399 OTHERS
To provide funding for various types of materials up to the amount of \$500 or less.

28. #1408 OTHER INSURANCE
To insure exhibits on long term and temporary loan to the Asian Art Museum and to cover the Avery Brundage Collection in transit. Please see attachments.

29. #2270 BOOKS - LIBRARY
Due to the limitations on City funding we will not be requesting any money for library books this year.

ASIAN ART MUSEUM OF SAN FRANCISCO

1979 - 1980

CITY & COUNTY OF SAN FRANCISCO

BUDGET EXPLANATIONS

FISCAL YEAR

01	001	62	00	SEC
FUND	FUND	DEPT	DIV	
GROUP				

Page 3

DEPARTMENT: BOARD, ON COMMISSION

30. #2299 OTHER

- (a) Machinery - Prestolite Soldering outfit for use with "B" tank. Includes regulator, 4 standard nozzles, soldering iron and hose. Prestolite part #30x60. \$100.43 (#2211)
- (b) Machinery - "B" Prestolite Tank with gas. Needed to supply gas heat for Prestolite #30x60 soldering outfit (#2211) \$67.92.
- (c) Water/Sewage/Heat - cooling Tower Bleed off controller. This equipment when installed will save 38,000 gallons of water per month. \$430 - (#2216)
- (d) Fire/Rescue - 5 - 10lb. ABC Fire Extinguishers to replace units stolen from wall cases \$138. (#2241)
- (e) Laboratory - Motorized psychrometer, psychron model #566-2; Bendix Company, Temperature Range 10 degrees F. to 100 degrees F. Needed to check relative humidity in galleries and check accuracy of controls. \$130. (#1266)
- (f) Laboratory Tool Kit - \$83.65 (#1266)
31. #3500 Printing Reproduction for printing to be done by city purchasing department.
32. #3700 Workers Compensation - for workers compensation as required by law.

CITY & COUNTY OF SAN FRANCISCO
BUDGET EXPLANATIONS

ASTIAN ART MUSEUM OF SAN FRANCISCO

DEPARTMENT: BOARD OF COMMISSIONERS

FISCAL YEAR
1979 - 1980

02	403	62	00	
FUND	FUND	DEPT	DIV	SEC
GROUP				

33. ADMISSION FEES, #1272 & 1273
\$40,000. - estimated net revenue after
50% of gross is paid to the City,
operating expenses are paid, and 70%
of the net is paid to the deYoung
Museum.

CITY & COUNTY OF SAN FRANCISCO
BUDGET EXPLANATIONS

FISCAL YEAR

1979 - 1980

DEPARTMENT, BOARD, OR COMMISSION
ASIAN ART MUSEUM OF SAN FRANCISCO

02	901	62	00
FUND	FUND	DEPT	DIV
GROUP			SEC

34.

#8162/9693 GIFT FUND

\$40,000 estimated revenue from sale of surplus
art; donated items which are not of museum
exhibition quality.

CITY & COUNTY OF SAN FRANCISCO

BUDGET EXPLANATIONS

FISCAL YEAR

1979-80

1390

01	001	63	00	00
FUND	FUND	DEPT	DIV	SEC
GROUP				

1

63 Law Library

DEPARTMENT, BOARD, OR COMMISSION

Permanent Bi-Weekly Salaries

1. Chief Assistant Law Librarian, \$816 to \$873

An increase in the bi-weekly salary of the Chief Assistant Law Librarian from \$816 to \$873 as of the commencement of the 1979-80 fiscal year has been effected by the following resolution of the Board of Trustees of the San Francisco Law Library:

RESOLVED: That pursuant to the provisions of Section 8.402 of the San Francisco Charter, the bi-weekly salary of the Chief Assistant Law Librarian of the San Francisco Law Library, payable by the City and County of San Francisco, is hereby increased from \$816 to \$873 bi-weekly and from \$21,216 to \$22,786 annually, commencing July 1, 1979.

DATED: October 24, 1978

Harold E. Rowe,
Secretary

2. Law Librarian, \$1109 to \$1187

An increase in the bi-weekly salary of the Law Librarian from \$1109 to \$1187 as of the commencement of the 1979-80 fiscal year has been effected by the following resolution of the Board of Trustees of the San Francisco Law Library:

RESOLVED: That pursuant to the provisions of Section 8.402 of the San Francisco Charter, the bi-weekly salary of the Law Librarian of the San Francisco Law Library, payable by the City and County of San Francisco is hereby increased from \$1109 to \$1187 bi-weekly and from \$28,834 to \$30,981 annually, commencing July 1, 1979.

DATED: October 24, 1978

Harold E. Rowe,
Secretary

3. Bookbinder, \$702

The bi-weekly salary of the Bookbinder in the amount of \$702 as of the commencement of the 1979-80 fiscal year has been approved by the following resolution of the Board of Trustees of the San Francisco Law Library:

RESOLVED: That pursuant to the provisions of Section 8.402 of the San Francisco Charter, the bi-weekly salary of the Bookbinder of the San Francisco Law Library, payable by the City and County of San Francisco, is hereby approved at the rate of \$702 bi-weekly and \$18,322 annually, commencing July 1, 1979.

DATED: October 24, 1978

Harold E. Rowe,
Secretary

CITY & COUNTY OF SAN FRANCISCO

BUDGET EXPLANATIONS

FISCAL YEAR 1979-80

63 LAW LIBRARY

DEPARTMENT, BRANCH, OR COMMISSION

01	001	63	00	00
FUND	FUND	DEPT	DIV	SEC
GROUP				

Permanent Bi-Weekly Salaries

3. Bookbinder, \$702 (continued from p. 1)

B/W SALARY	1974-75	1975-76	1976-77	1977-78	1978-79
	468.00	590.22	571.78	589.04	589.04

Union
Scale

1975-76 Crafts Ordinance Union Scale

1976-77 \$19.00 cut per week in salary - Welfare Pmt. (Strike) (lost 1000 salary)

1977-78 \$18.00 increase bi-weekly

1978-79 Same as 1977-78

PRESENT SALARY LESS THAN 1975-76 - Not Union Base Wage4. Retirement Allowances

2 Permanent Employees before November 1, 1976 = 20.05 % of 2 Gross Salaries-

20.05 % x 53,767 = 10,780

10,780

1 Permanent Employee after November 1, 1976 = 14.70 % of 1 Gross Salary -
(Class 190) 14.70 % x 18,322 = 2,69413,4745. Social Security

Classification	Number of Employees	Total Amount	Average Annual Salary	Semi-Annual	July 1-Dec. 31	Social Security Req. Jan. 1-June 30
170	1	22,786	22,786	11,393	698.39	698.39
180	1	30,981	30,981	15,490	454.23	949.54
190	1	18,322	18,322	9,161	561.57	561.57

TOTALS:

1,396.78
1,403.77
1,123.14
- 3,923.69

CITY & COUNTY OF SAN FRANCISCO
BUDGET EXPLANATIONS

1392

3

63 Law Library

DEPARTMENT, BOUND, OR COMMISSION

01	001	63	00	00
FUND	FUND	DEPT	DIV	SEC
GROUP				

1979-80

6. Health Service3 Permanent Employees x \$36.99 per month = \$110.97, \$110.97 x 12 months = \$1,3327. Unemployment Insurance.04% of Gross Salaries = 72,089 x .04 = \$2888. Unemployment Insurance - Admin. Cost3 Permanent Employees x \$2.00 = \$69. Telephone Service

1979-80, \$750, reflects increased charges and new measured rate on local calls.

10. Materials & Supplies

1979-80, \$300, request reflects increased costs of printed forms and other stationery supplies and represents minimum requirements for 1979-80

11. Postage

1979-80 \$300 Minimum requirement for 1979-80 postage at current rates.

12. Reproduction

Increased requirements for copying of documents are reflected in minimum request of \$100, 1979-80

*TOTAL LESS NON-BUDGETED REVENUES.

Chief Administrative Officer

PROGRAM OF FUNCTION		1978-79		1979-80												
A. Administration		401,438	POS.	10	359,680	POS.	10	376,112	POS.	10	389,257	POS.	10	399,116	POS.	10
B. C.																
D.																
E.																
F.																
G. Administration																
H. Unallocated Costs																
I. Equip/Cap. Outlay																
GROSS BUDGET*		401,438		10	359,680		10	376,112		10	389,257		10	399,116		10
EXPENDITURE DETAIL																
A. Permanent Salaries		123,136			171,515			185,989			196,610			206,469		
B. Other Personnel		99,531			2,190			2,190			2,190			2,190		
C. Mandatory Fringe																
Benefits		49,500			36,285			38,243			40,767			40,767		
D. Direct Service		83,000			92,140			92,140			92,140			92,140		
Contracts																
E. Operating Expense		18,330			20,334			20,334			20,334			20,334		
Membership		27,941			37,216			37,216			37,216			37,216		
F. Depreciation/Buildings																
GROSS BUDGET*		401,438			359,680			376,112			389,257			399,116		
H. ACTUAL BUDGET		401,438			359,680			376,112			389,257			399,116		
I. Permanent Employments		5			10			10			10			10		
J. IHW Employments		-0-			-0-			-0-			-0-			-0-		
K. Grant Funded Empl-CETA		2			2			2			2			2		
L. Other Employments		5			-0-			-0-			-0-			-0-		
M. Contract		2			2			2			2			2		

70 01 00 01001
DEPT. DIV. SECTION FUND
WORK PROGRAM DETAIL

Chief Administrative Officer
DEPARTMENT, BOARD OR COMMISSION

Name of Program or Function Administration
Program Description:

Pursuant to Charter Sections 3.201 and 3.510, the CAO has administrative responsibility for 9 City & County departments (having 6500 employees), the \$1.5 billion Wastewater project, construction of the \$100 million Moscone Convention Center, and the Hotel Tax Fund. In addition, CAO oversees risk manager and chairs or sits on variety of boards, commissions and committees.

Program Outputs:

Unit	
A.	
B.	
C.	
D.	
E.	

II. EXPENDITURE DETAIL

A. Permanent Salaries	103,182	123,136	171,515	185,989	196,610	206,469
B. Other Personnel Costs	74,419	99,531	2,190	2,190	2,190	2,190
C. Mandatory Fringe Benefits	32,760	49,500	36,285	38,243	40,767	40,767
D. Direct Service Contracts	271,666	83,000	92,140	92,140	92,140	92,140
E. Operating Expenses	17,804	18,330	20,334	20,334	20,334	20,334
F. Facilities Maintenance	-0-	-0-	-0-	-0-	-0-	-0-
G. Equipment & Cap. Outlay	-0-	-0-	-0-	-0-	-0-	-0-
H. Membership	141,772	27,941	37,216	37,216	37,216	37,216
I.						
J. TOTAL REQUESTED FOR THIS FUNCTION	\$ 641,603	\$401,438	\$359,680	\$376,112	\$389,257	\$399,116

III. EMPLOYMENT DETAIL

A. Permanent Employees	9	5	10	10	10	10
B. IDMO Funded Employments	0	0	0	0	0	0
C. Grant Funded Employments - CETA	2	1	0	0	0	0
D. Other Temporary Employments	3	5	0	0	0	0
E. Full-time Employees in Funded Positions	0	0	0	0	0	0
F. Part-time Employees in Funded Positions	0	0	0	0	0	0
G. Contract	1	2	2	2	2	2
TOTAL	15	124	12	12	12	12

Identification from Summary A

1977-78 Actual	1978-79 Estimated	Base	First Add-on	Second Add-on	Third Add-on
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N/A

BUDGET EXPLANATIONS

FISCAL YEAR

1979-80

	01	001	70	01	00
	FUND	FUND	DEPT	DIV	SEC
GROUP					

1

Chief Administrative Officer

DEPARTMENT, BOARD, OR COMMISSION

NARRATIVEI. Program Assumptions

Pursuant to Charter Sections 3.201 and 3.510, as amended, the Chief Administrative Officer is responsible for the administration of nine City and County departments: Public Health, Public Works, Real Estate, Purchasing, Weights and Measures, Agriculture, Electricity, Governmental Services (Public Administrator/Public Guardian and Registrar/Recorder), and Coroner's office.

In addition, the CAO oversees the \$1.5 billion Wastewater project; construction of the \$100 million Moscone Convention Center; Hotel Tax Fund, including the budgeting and control of Publicity and Advertising expenditures; risk manager; EDP Priority Committee; portion of California Academy of Sciences; Tax Board of Review; animal control contract. He also chairs the Capital Improvement Advisory Committee and Refuse Collection and Disposal Rate Board, sits on the Planning Commission, and has a voice in the Board of Supervisors.

He assisted in carrying out these mandated responsibilities by a staff comprised of one executive assistant, one financial manager, and five staff assistants (to be reclassified as assistants to the CAO) supported by a clerical staff of three. In addition, there is a risk manager who carries out the specialized risk management responsibility.

II.	Base Budget	\$359,680	83%
-----	-------------	-----------	-----

A. Service Results

At this level of funding, three of the five assistant positions will not be filled, causing a 43% reduction in the CAO's immediate professional staff.

B. Service Consequences

The CAO will not be able to (1) provide staff support for the various regulatory, appeals and coordinating committees, including the EDP Priority Committee, under his supervision; (2) continue the current level of efficiency and effectiveness in researching and finding solutions

III.	Increment 1	\$376,112	88%
------	-------------	-----------	-----

A. Service Results

At this level of funding, two of the five assistant positions will not be filled, causing a 29% reduction in the CAO's immediate professional staff.

B. Service Consequences

Consequences (1) and (2) listed under Base Budget Service Consequences will result.

IV.	Increment 2	\$389,257	92%
-----	-------------	-----------	-----

A. Service Results

At this level of funding, of the five assistant positions, one will not be filled for a year and one will not be filled for approximately a half year.

B. Service Consequences

For the entire year there will be no staff support for the EDP Priority Committee. In addition, for the first half of the year, Consequences (1) and (2) listed under Base Budget Service Consequences will result.

V.	Increment 3	\$399,116	95%
----	-------------	-----------	-----

A. Service Results

At this level of funding, one of the five assistant positions will not be filled.

B. Service Consequences

The CAO will not be able to provide staff support for the EDP Priority Committee.

CITY & COUNTY OF SAN FRANCISCO

BUDGET EXPLANATIONS

FISCAL YEAR

1979-80

Chief Administrative Officer

DEPARTMENT, BOARD, OR COMMISSION

01	001	70	01	00
FUND	FUND	DEPT	DIV	SEC
GROUP				

2

1396

Ref.
No.

Line Item Explanation

Ref.
No.

1. Regular Miscellaneous (010)

Base	88%	92%	95%
\$171,515	\$185,989	\$196,610	\$206,469

This permanent salary request reflects:

a. Continuation of four of the five existing permanent positions at the appropriate steps:

- 1 - 1182 Chief Administrative Officer
- 1 - 1180 Executive Assistant to the CAO
- 1 - 1450 Principal Clerk Steno
- 1 - 1446 Senior Clerk Steno

b. Reclassification of the fifth existing permanent position:
from: 1 - 1528 Administrative Secretary
to: 1 - A238 Confidential Secretary

This employee performs highly responsible administrative and secretarial work as secretary to the Chief Administrative Officer. The Civil Service Classification Division surveyed this position. On May 4, 1978, John Walsh, General Manager, Personnel, wrote: "It is my conclusion that the sensitive nature of the position, the complex duties and high level responsibilities warrant the establishment of a new classification of Confidential Secretary to the Chief Administrative Officer." The salary is commensurate with the salaries of other confidential secretaries in the City & County.

c. Reclassification of five temporary Staff Assistant positions to five permanent Assistant to CAO positions at no increase in salary:

FROM	B/W	TO	B/W
1-9748 Staff Asst. VII	\$1212	1-A239 Asst. to CAO V	\$1212
1-9746 Staff Asst. VII	1101	1-A240 Asst. to CAO IV	1036
1-9742 Staff Asst. V	830	1-A241 Asst. to CAO III	830
1-9740 Staff Asst. IV	720	1-A242 Asst. to CAO II	720
1-9738 Staff Asst. III	625	1-A243 Asst. to CAO I	625

This office has used the temporary Staff Assistant series to develop an effective staffing pattern and now, in accordance with Civil Service philosophy, is requesting that they be made permanent.

All ten positions appear in each level of the budget. The base and incremental amounts have been met through adjustments in salary savings and related fringes. (See Narrative section for description of service results and consequences).

2. Regular Temp (200) All levels: \$2,190

In order to help meet salary savings, this office will, for the first three months of FY 1979-80, continue to fund one position as follows:

1 - 9740 Staff Assistant IV

6.5 pay periods x 720 B	\$4680
Less CETA	2490
	<u>\$2190</u>

This temporary position will be used until September 30, 1979, after which time the permanent position, Assistant to the CAO II, will replace it.

3. Retirement City (600)

Base	92%	95%
\$27,853	\$27,053	\$28,646

CITY & COUNTY OF SAN FRANCISCO
BUDGET EXPLANATIONSFISCAL YEAR
1979-80

3

Chief Administrative Officer

DEPARTMENT, BOARD, OR COMMISSION

01	001	70	01	00
FUND	FUND	DEPT	DIV	SEC
GROUP				

Ref.
No.

Permanent Positions

Existing
EmployeesProp L
EmployeesRef.
No.Classi-
fication# of
EmpsTotal
Amount

7/1-12/31

1/1-6/30

Total

Base:

For full year
For 6 months\$65,851
\$65,851
x20.05%\$63,098
\$63,098
x20.05%Base + 88%
For half year:
A106 1

\$16,313

\$501

\$7143

Total

\$13,204

\$12,649

\$25,853

88%:

For full year
For 6 months\$65,851
\$65,851
x20.05%\$63,098
\$63,098
x20.05%Base + 88%
For half year:
A104 1

\$21,663

\$664

\$8308

Total

\$13,204

\$13,849

\$27,053

92%:

For full year
For 6 months\$65,851
\$65,851
x20.05%\$63,098
\$63,098
x20.05%Base:
5 employees x 12 mos. x \$36.99/mo.
2 employees x 6 mos. x \$36.99/mo.

\$3,108

\$2,220

\$444

Total

\$13,204

\$13,442

\$28,646

95%:

Same as 92%

\$28,646

4. Social Security (606)

Base:
A103 1
A103 1\$7,143
\$7,143
x8%\$8,308
\$8,308
x2%Base:
5 employees x 12 mos. x \$36.99/mo.
4 employees x 6 mos. x \$36.99/mo.

\$3,108

\$2,220

\$858

Classi-
fication# of
EmpsTotal
Amount

7/1-12/31

1/1-6/30

Total

Base:

For full year

\$32,599
\$32,599
x8%\$10,000
\$10,000
x2%Base:
5 employees x 12 mos. x \$36.99/mo.
4 employees x 6 mos. x \$36.99/mo.

\$3,108

\$2,220

\$858

A103 1

\$27,051
\$27,051
x8%\$3,108
\$3,108
x2%

\$3,108

Base:
5 employees x 12 mos. x \$36.99/mo.
4 employees x 6 mos. x \$36.99/mo.

\$3,108

\$2,220

\$858

A103 1

\$27,051
\$27,051
x8%\$3,108
\$3,108
x2%

\$3,108

Base:
5 employees x 12 mos. x \$36.99/mo.
4 employees x 6 mos. x \$36.99/mo.

\$3,108

\$2,220

\$858

A103 1

\$27,051
\$27,051
x8%\$3,108
\$3,108
x2%

\$3,108

Base:
5 employees x 12 mos. x \$36.99/mo.
4 employees x 6 mos. x \$36.99/mo.

\$3,108

\$2,220

\$858

A103 1

\$27,051
\$27,051
x8%\$3,108
\$3,108
x2%

\$3,108

Base:
5 employees x 12 mos. x \$36.99/mo.
4 employees x 6 mos. x \$36.99/mo.

\$3,108

\$2,220

\$858

BUDGET EXPLANATIONS

1979-80

01	FUND	GROUP
01	01	01
01	01	02
01	01	03
01	01	04
01	01	05
01	01	06
01	01	07
01	01	08
01	01	09
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$$\frac{01}{\text{FUND}} \quad \frac{001}{\text{FUND}} \quad \frac{70}{\text{DEPT}} \quad \frac{01}{\text{DIV}} \quad \frac{00}{\text{SEC}}$$

44

[illegible]

CITY & COUNTY OF SAN FRANCISCO

BUDGET EXPLANATIONS

FISCAL YEAR

1979-80

01	001	70	01	00
FUND	FUND	DEPT	DIV	SEC
GROUP				

5

Chief Administrative Officer

DEPARTMENT, BOARD, OR COMMISSION

Ref.
No.

12. Subscriptions (1235) All levels: \$1,095

Renewal of the following subscriptions:

Inlt. City Managers	
Asen. Newsletter	\$575
S.F. Chronicle	75
S.F. Examiner	54
S.F. Progress	38
Bay Guardian	12
East/West Newspaper	15
California Public Employee	
Relations Service	56
Labor Management	
Relations Service	20
Wall Street Journal	56
Urban Innovations Abroad	32
Business Week	55
Marquis Who's Who	55
5% cost of living	\$1043
	52
Total	<u>\$1095</u>

13. Printing (1236) All levels: \$ 0

Transferred to SOBJ 3500,
Printing Reproduction

14. Office Machine Rental (1241) All levels: \$2,937

Continued rental of 3107 Xerox machine.

Base rate:
\$195 per month x 12 = \$2,340
Average additional
Monthly copy charge:
\$49.75 per month x 12 = 597
Total \$2,937

Ref.
No.

15. Other Current Expenses All levels: \$1,450

a. Office Equipment Maintenance
(1218). Based on current
experience for servicing
& repairs of 4 electric
typewriters, 3 electric
calculators, 1 electric
time stamp. (\$250)

b. Postage (1233)
Based on current experience.
\$50 monthly average x 12 = \$600

c. Official Advertising (1236)
Erroneously called "SOBJ 1234,
Copy Machine" as a result of
FAMS conversion.
To provide for publication
of official ads and bid
notifications for various
insurance coverages. (\$300)

d. Messenger Service (1299)
Based on experience, to
provide for immediate delivery
of special documents and
communications from and to the
CAO. (\$300)

16. Office Supplies (1301) All levels \$2,050

For purchase of all office
supplies including printed
letterhead, memo paper and
envelopes, copy tissue, lined
tablets, and desk calendars,
not only for CAO's office but
also for various committees
and boards of review.

17. Fuels & Lubricants (1391) All levels \$ 630

To provide gasoline &
oil for 1 Class 5
automobile.

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18

18. Others (1399)

All levels:

\$275

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21.

Auto Maintenance
(3100)

All levels: \$600

e. Vehicle Parts/Supplies (1325)
For purchase of 4 tires @ \$500 per tire. (\$2000)

b. Books, Maps & Other Publications (1399)
For purchase of books, pamphlets, etc. to provide up-to-date information in area of local and state public administration. (\$75)

19. Auto Insurance (1406)

All levels: \$1,500

To fully insure Class 5

In FY 1978-79, coverage cost approximately \$1200 (\$400 more than budgeted for the year). Since then, auto insurance rates have risen dramatically per risk manager; budget request reflects anticipated increase.

20.

Membership Dues (1440)

All levels: \$37,216

Association of Bay Area
Governments FY 1979-80
Assessment

Membership Dues
Membership Fee
Total Assessment

County	City	Total
\$20,627	\$16,349	\$36,976
120	120	240
\$20,747	\$16,469	\$37,216

70 01 00 02001
DEPT. DIV. SECTION FUND

WORK PROGRAM DETAIL

Name of Program or Function Other Events

Program Description:

Covering dance, theater and multi-arts, this category provides support for 32 agencies which reach a combined yearly audience of 1.4 million. An estimated 1,500 persons are employed in administrative and artistic positions.

CAO - EXP Hotel Tax Fund/Publicity & Advertising Fund
DEPARTMENT, BOARD OR COMMISSION

Page 3

Identification from Summary B.

1977-78 Actual	1978-79 Estimated	1979-80		
		Base	First Add-on	Second Add-on

II. EXPENDITURE DETAIL

A. Permanent Salaries				
B. Other Personnel Costs				
C. Mandatory Pipline Benefits				
D. Direct Service Contracts				
E. Operating Expenses	728,700	631,564	896,000	963,200

F. Facilities Maintenance				
G. Equipment & Cap. Outlay				
H.				
I.				
J. TOTAL REQUESTED FOR THIS FUNCTION	\$ 728,700	\$ 631,564	\$ 896,000	\$ 963,200

III. EMPLOYMENT DETAIL

A. Permanent Employments				
B. IDMO Funded Employments				
C. Grant Funded Employments				
D. Other Temporary Employments				
E. Full-Time Employees in				
F. Funded Positions				
Part-Time Employees in				
Funded Positions				

1977-78
Approved1978-79
Approved1979-80
Requested

CAO - EXP Hotel Tax Fund
DEPARTMENT, BOARD OR COMMISSION
1979-80

TOTAL

Name of Program or Function	Exhibitions
1. <i>General Information</i>	
2. <i>General Information</i>	
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100. <i>General Information</i>	

Identification from Summary C

Page 4

Program Description:

Museums, visual art and media programs constitute this funding area. During FY 1978-79, P & A subsidized 18 such agencies, with a combined staff of 500. An annual audience of 2 million is served.

II. EXPENDITURE DETAIL

A.	Permanent Salaries								
B.	Other Personnel Costs								
C.	Mandatory Fringe Benefits								
D.	Direct Service Contracts	--	--	--	--	--	--	--	--
E.	Operating Expenses								
F.	Facilities Maintenance								
G.	Equipment & Cap. Outlay								
H.									
I.									
J.	TOTAL REQUESTED FOR THIS FUNCTION								

III. EMPLOYMENT DETAIL

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WORK PROGRAM DETAIL

Name of Program or Function Promotional ExpensesIdentification from Summary D.

Page 5

70	01	00	02001
DEPT.	DIV.	SECTION	FUND

CAO - EXP Hotel Tax Fund/Publicity & Advertising Fund
DEPARTMENT, BOARD OR COMMISSION

Program Description:

This line item includes support for San Francisco's major parades and annual celebrations (including the four major ethnic parades), a number of promotional agencies which augment the services of the S.F. Convention Bureau, and the Fund's administration. Together the parades attract approximately 1 million persons yearly; the promotional programs serve an estimated 250,000. The Fund's administrative costs represent only 1% of the total P & A budget.

II. EXPENDITURE DETAIL

A. Permanent Salaries	--	--	--	--	--	--	--	--
B. Other Personnel Costs	--	--	--	--	--	--	--	--
C. Mandatory Fringe Benefits	--	--	--	--	--	--	--	--
D. Direct Service Contracts	--	--	--	--	--	--	--	--
E. Operating Expenses	--	--	--	--	--	--	--	--

F. Facilities Maintenance
G. Equipment & Cap. Outlay
H. _____
I. _____

J. TOTAL REQUESTED FOR THIS FUNCTION

III. EMPLOYMENT DETAIL

	\$ 337,100	\$ 163,924	\$ 250,000*	\$ 300,000*	\$ 325,000*	\$ 350,000*
	1977-78 Approved	1978-79 Approved			1979-80 Requested	

A. Permanent Employments
B. IDMO Funded Employments
C. Grant Funded Employments
D. Other Temporary Employments
E. Full-Time Employees in
Funded Positions
F. Part-Time Employees in
Funded Positions

TOTAL

* FY 1979-80 budget figures include miscellaneous promotional expenses previously listed under "Subsides".

70 01 00 02001
DEPT. DIV. SECTION FUND

WORK PROGRAM DETAIL

Name of Program or Function

Subsidies

Program Description:

This line-item covers the San Francisco Convention and Visitors Bureau, the primary organization soliciting convention and trade shows to San Francisco, and servicing the pleasure traveler. As a direct result of the Bureau's promotional efforts, 905 major conventions and trade shows were held in San Francisco during 1977. During that same year, total visitor and convention expenditures were an estimated \$764 million.

Identification from Summary

E.

CAO - EXP Hotel Tax Fund/Publicity & Advertising Fund
DEPARTMENT, BOARD OR COMMISSION

Page 6

II. EXPENDITURE DETAIL

A. Permanent Salaries				
B. Other Personnel Costs				
C. Mandatory Fringe Benefits				
D. Direct Service Contracts				
E. Operating Expenses				
	1,509,450	649,543	1,200,000	1,200,000 1,200,000 1,200,000

F. Facilities Maintenance
G. Equipment & Cap. Outlay
H.
I.

\$ 1,509,450* \$ 649,543* \$ 1,200,000 1,200,000 1,200,000 \$ 1,200,000

J. TOTAL REQUESTED FOR THIS FUNCTION

1977-78	1978-79	1979-80
Approved	Approved	Requested

III. EMPLOYMENT DETAIL

A. Permanent Employments
B. IDMO Funded Employments
C. Grant Funded Employments
D. Other Temporary Employments
E. Full-Time Employees in Funded Positions
F. Part-Time Employees in Funded Positions

TOTAL

* FY 1977-78 and 1978-79 totals include miscellaneous promotional expenses within the Department of Publicity & Advertising Fund, included under "Promotional Expenses".

CITY & COUNTY OF SAN FRANCISCO
BUDGET EXPLANATIONS

FISCAL YEAR

1979-80

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GROUP FUND DEPT DIV SEC

Page 1

CAO - EXP Hotel Tax Fund/Publicity & Advertising Fund
DEPARTMENT, BOARD, OR COMMISSION

FY 1979-80 Base	First Increment	Second Increment	Third Increment
\$4,250,000	\$4,510,000	\$4,710,000	\$4,860,000

In October 1978, the City of San Francisco was awarded a special commendation by the California Confederation of the Arts for the enlightened allocations of its Publicity and Advertising (P&A) Fund and its international example for municipal support of the arts. This prototypical program was inaugurated in 1961 following the establishment by ordinance of the Hotel Tax, and through the years has generated an excellent financial return for the City.

Annual appropriations to the P&A Fund are administered by the CAO in consultation with a broadly-based citizens advisory committee. To assure the widest and fairest distribution of funds to appropriate non-profit cultural and promotional programs, a 15-point eligibility criteria serves as a guide for funding decisions. Under present criteria, agencies receiving P&A funds must: advertise and promote the City; make the City more attractive to visitors; have a positive economic impact on the City; produce consistently high-quality work; preserve the City's cultural identity; and reach a broad number of people.

The 81 programs and events receiving a share of the Fund's appropriations during FY 1978-9 include cultural programs spanning every arts discipline (music, dance, theater, visual arts, etc.), a variety of promotional efforts, and numerous special events and celebrations. (See line-items for detailed descriptions.) Recipient programs range in size from the five major performing arts institutions to dozens of small, community-based efforts. Dollars reach every district of the City.

The positive correlation between a city's cultural and promotional offerings and its tourist impact is well-documented. Among the ten features most often cited by convention managers as promoting a successful convention area are the existence of year-round cultural attractions and an international reputation or image. A recent report of the U.S. Conference of Mayors concludes that every dollar a city spends on the arts generates a three to four-fold return in indirect and direct benefits. As a rule, when people come to San Francisco for a performance or to visit a museum, they dine in restaurants, take taxis, stay overnight in hotels and even arrive prior to performances in order to shop.

By conservative estimates, P&A-funded agencies, during the past year, attracted a combined audience of more than 4.3 million persons, of which approximately 2,000,000 were tourists. P&A-funded agencies make an impressive contribution toward the City's total visitor expenditures. In 1977, visitors spent an estimated \$64 million; this figure is expected to climb to over \$1 billion in 1979 and grow even more dramatically upon completion of the George R. Moscone Convention Center in 1981.

The source of P&A funds, annual Hotel Tax revenues, has increased sizably each year. In the year prior to the passage of Proposition 13, the Hotel Tax generated \$6.05 million that could be used for publicity and advertising purposes. Of this amount, 66%, or \$4 million, was appropriated. In FY 1979-80, the Hotel Tax will generate \$7.6 million that could be used for publicity and advertising purposes. Using the same basis for calculation, 66% of this figure, \$5.12 million, could be expected to constitute the FY 1979-80 P&A budget. The base budget has been derived by taking 83% of this figure, \$4.25 million.

The financial needs of the City's arts and promotional agencies continue to rise steadily as a result of marked increases in labor and technical costs, major cutbacks in state funding and increased competition for foundation and corporate support. Together employing in excess of 4,000 persons, these labor-intensive agencies are particularly in need of general operating support, a category of funding which has traditionally been made available through P&A funds. For each increment above the 83% level, the P&A Fund will have greater capacity to fund present recipients at a realistic level and to extend the Fund's resources to additional eligible agencies.

FISCAL YEAR

CAO - EXP Hotel Tax Fund/Publicity & Advertising Fund
DEPARTMENT: BOARD OF COMMISSIONERS
1979-8002001 02001 70 01 00
FUND FUND DEPT DIV SEC
GROUP

Page 2

Ref. No.

MUSIC CONCERTS

Ref. No.	Base	First Increment	Second Increment	Third Increment
FY 1979-80				
	\$1,288,000	\$1,384,600	\$1,465,100	\$1,522,600

There is burgeoning public interest in musical activity of all types from citywide music festivals, to chamber ensembles, grand opera, by conservative estimates P & A funded vocal and instrumental music programs reached a combined audience of 1.3 million last year serving residents and visitors in every part of the City, indoors and out. San Francisco's musical presentations are an integral part of the cultural life of the community and promote the City nationally and internationally. Without requested P & A funds, these activities would be severely restricted.

Ref. No.

OTHER EVENTS

Ref. No.	Base	First Increment	Second Increment	Third Increment
FY 1979-80				
	\$896,000	\$963,200	\$1,019,200	\$1,059,200

Dance: San Francisco ranks among this country's top contributors to dance excellence, offering a rich repertoire of classical and modern as well as a unique diversity of ethnic dance.

Theater: Several of the nation's most highly respected repertory theater companies make their residence in San Francisco. The City's theater industry showcases a diverse repertoire including contemporary, traditional, social satire, pantomime and circus arts.

Multi-Arts: San Francisco's unique blend of cultural and ethnic heritages creates the setting for numerous interdisciplinary arts activities. Multi-arts festivals and events pre-serve the City's neighborhoods, making it a desirable place to live and visit.

Last year's combined Dance, Theater and Multi-Arts audiences approached 1.4 million, an estimated 600,000 of which were tourists. San Francisco's national reputation in these areas, as evidenced by increasing media acclaim, has contributed to the marked growth of our tourist industry. Continued P & A funding will assure the preservation of these vital programs.

Ref. No.

EXHIBITIONS

Ref. No.	Base	First Increment	Second Increment	Third Increment
FY 1979-80				
	\$616,000	\$662,200	\$700,700	\$728,200

San Francisco's museums, art exhibitions, film festivals and related events are integral components of its world-wide image as a cosmopolitan city. Activities preserve the cultural legacy of the past, encourage innovation and record the on-going evolution of the City's multi-ethnic heritage. P & A-funded organizations in this category reach an impressive 2 million combined yearly audience, considerable tourist draw and a P & A cost per person served of less than \$.25. Rising costs of maintaining and enhancing the visual arts require a sustained P & A investment.

Ref. No.

PROMOTIONAL EXPENSE

Ref. No.	Base	First Increment	Second Increment	Third Increment
FY 1979-80				
	\$250,000	\$300,000	\$325,000	\$350,000

Parades/Special Events: During 1978-79, P & A funds subsidized 12 separate parades and special events, including the City's four major ethnic parades and San Francisco's First Annual Ethnic Dance Festival. Together the four major parades attracted an audience in excess of 600,000.

Promotional agencies: During the same period the Fund lent support to five agencies, each of which offers a unique service by promoting tourism to the City and/or assisting its visitors.

Administration: The P & A Fund is efficiently managed with an administrative budget of only 1%.

Ref. No.

SUBSIDIES

Ref. No.	Base	First Increment	Second Increment	Third Increment
FY 1979-80				
	\$1,200,000	\$1,200,000	\$1,200,000	\$1,200,000

Through its extensive program of promotion, solicitation and convention/visitor services, the San Francisco Convention

BUDGET EXPLANATIONS

FISCAL YEAR

CAO - Exp Hotel Tax Fund/Publicity & Advertising Fund

Department, Board, or Commission

1979-80

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FUND	FUND	DEPT	DIV	SEC
GROUP				

Ref. No. 005 SUBSIDIES (cont.)

and Visitors Bureau plays an integral role in enhancing San Francisco's major industry, tourism. The Bureau is the primary booking agent for all major conventions and related activities. In 1977, the City hosted 905 major conventions and trade shows, with a total registrant number of 804,455. Total visitor and convention participant staying in San Francisco hotels and motels exceeded 5 million. Total visitor and convention expenditures were estimated at \$764 million (a 15.6% increase over the previous year).

As part of its major role in marketing the City, it also provides extensive publicity and media services for the City's annual parades and celebrations, distributes over 1.2 million informational/promotional Guides annually and responds to international inquiries on San Francisco.

Upon completion of the George R. Moscone Convention Center in 1981, an additional half million convention visitors per year are projected. The future success of this venture depends in large measure on the continuation and strengthening of the Convention & Visitors Bureau.

CITY & COUNTY OF SAN FRANCISCO

BUDGET EXPLANATIONS

FISCAL YEAR

1979-80

CAO - Public Pound

DEPARTMENT, BOARD, OR COMMISSION

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Page 1

THE SAN FRANCISCO SOCIETY FOR THE
PREVENTION OF CRUELTY TO ANIMALS

SHELTER FACILITY DESCRIPTION

The San Francisco SPCA Animal Shelter is housed in a two and three story concrete building which has heating and air conditioning systems throughout. The entry from Sixteenth Street leads to a large lobby which contains seats for the public and ready access to a public telephone and public restrooms.

The large area behind the Shelter counter is equipped with standard office furniture and equipment, all of which is used in connection with animal control services for the City and County of San Francisco.

Infirmary: The doorway to the Shelter leads to a corridor, off of which is an infirmary for stray injured animals. The infirmary contains a fully-equipped surgery and a room for examination and treatment of stray animals. There are stainless steel kennel units in the examination room. An adjoining recovery ward contains animals that have been treated. The ward contains built-in kennels for large dogs and stainless steel units for cats and small dogs. The recovery ward is open to the public and provides easy access for owners who seek to identify and redeem injured pets.

Kennel Area: The corridor then leads to the kennel area, where there are sixteen ward rooms, two isolation wards, a kitchen for preparing meals for the animals, storage rooms and offices.

Disease prevention is an integral part of the kennel structure. The Shelter is divided into small, individual wards to reduce the number of animals exposed to one another, preventing the dissemination of airborne disease (such as distemper) beyond the confines of one ward. The air circulation system is especially designed to completely change the air in each kennel ward. 100% of the air in each kennel is drawn regularly and completely replaced with fresh air from outdoors. It is a costly and complex system to maintain, but we are advised by veterinary specialists that it provides far better protection from disease than one which simply recirculates the air. Each ward is also fitted with steam cleaning equipment.

Location: The San Francisco SPCA is located at 2500 Sixteenth Street, bounded by Florida and Alabama Streets, in San Francisco. It is in the Mission District, at the western edge of an industrial area, and has been at the same location for 110 years. There is excellent public transportation, with the Numbers 22, 47 and 25 bus stops within a block from the facility. Freeway ramps give easy access to the Bay Bridge and Highways 101 and 280.

Square Footage: That portion of the building described above used exclusively for the operation of the Animal Control Center is 13,896 square feet. The portion of the mezzanine and administrative offices allocated to City use comprise an additional 3,853 square feet, for a total of 17,749 square feet used for City Animal Control Center operations.

Kennel Units: There are 284 kennel units used exclusively for animal control operations. Additionally, the Society has 25 more kennel units which can be used when the need arises, for a total of 309.

Animal Capacity: The maximum number of small, adult animals which could be housed in comfort and safety at the San Francisco SPCA Shelter is 600.

The maximum number of large animals is 246, which, when reached, would leave available kennel units for 286 small animals.

In addition to the figures shown above, there is a mezzanine which can hold

CAO - Public Pound

DEPARTMENT, BOARD, OR COMMISSION

CITY & COUNTY OF SAN FRANCISCO
BUDGET EXPLANATIONSFISCAL YEAR
1979-80

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FUND	FUND	DEPT	DIV	SEC
GROUP				

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Page 1 - ATHE SAN FRANCISCO SOCIETY FOR THE
PREVENTION OF CRUELTY TO ANIMALSSERVICE DESCRIPTION
1979-1980

SHELTER SERVICES

To maintain facilities and provide trained, experienced personnel for accepting, sheltering, feeding and caring for all stray and owner-surrendered animals in the City and County of San Francisco.

The Shelter will be open 7 days a week, from 11:00 a.m. to 6:00 p.m. for adoptions, redemptions, collection of fees, issuing citations, maintaining records and submitting reports to the City on all animal control activities.

The Shelter will be open and personnel available 7 days a week, 24 hours a day, for emergency calls, redemption of injured animals, telephone service, and on-site Shelter care.

Also included: Vaccinations of adoptable animals; euthanasia of unwanted animals by barbiturate injection exclusively; shelter care for custody, observation and quarantine cases; active volunteer program supervised by a full-time coordinator; lost/found telephone index; distribution of informational material about animal control laws, pet owner responsibility and pet care; adoption counseling; sale of dog licenses, collars, leashes and implements to clean up after one's dog.

Our concentrated adoption program will continue at the Shelter, with a goal of finding good homes with responsible owners for 100% of the City's adoptable animals that come under SF/SPCA care. Adoption fees are immediately turned over to the City and County, and the anticipated increase in these revenues will help underwrite more of the costs of animal control, while affording the animals a maximum chance for life.

ANIMAL CONTROL SERVICES

To schedule, dispatch and conduct patrols throughout the City, providing trained, experienced animal handlers to serve as uniformed Deputy Animal Control Officers in especially equipped, radio-dispatched vehicles; to impound stray dogs, issue citations, pick up injured strays.

There will be four Animal Control Field Service patrols provided throughout the City 6 days a week, from 7:00 a.m. to 8:00 p.m. (except during winter, when patrols will be conducted from sunrise to sunset). This will provide the City with a 32% increase in animal control field services as compared to the current fiscal year.

Also included: 7 day a week, 24 hour service for picking up sick or injured stray animals, administering first-aid when necessary, and bringing them to our veterinarians for emergency treatment and confinement (and to a night emergency hospital between 8:00 p.m. and 8:00 a.m. in accordance with State law); picking up and accepting custody, quarantine and observation cases for Shelter care.

PERSONNEL

One additional Deputy Animal Control Officer will be employed, which in addition to increasing patrol activity will provide a sufficient work force to conduct special "sweeps" in trouble areas when needed. The additional Citation Clerk is a composite position consisting of the following functions: (a) Citation Clerk; (b) Supplementary Deputy Animal Control Officer, when needed; (c) Supplementary Kennel Attendant, when needed. The Mechanic/Maintenance position is similarly a composite of those two functions.

One additional full-time kennel attendant position has been added. The anticipated increase in the number of animals impounded as a result of adding Animal Control Field Services personnel will require another kennel attendant to assure the proper care of the impounded animals in the Shelter. Kennel personnel also assist the public with redemptions and adoptions, and these activities, too, are expected to increase. Also included is a "Maintenance/Janitor/Helper", which is a composite position involving several employees who perform these functions directly in the Animal Shelter.

FEE SERVICES

The SF/SPCA will continue to provide the following services, which are directly a part of Animal Control, at no charge to the City and County of San Francisco: administrative services; an Infirmary and treatment for stray, injured animals; veterinarian supervised staff examinations to determine condition and adoptability of Shelter animals; the services of a State Humane Officer when needed; a fully-equipped Rescue Ambulance outfitted with everything needed to rescue San Francisco's animals in any kind of situation. Two new free services will also be offered for the City's animals at no charge to the City and County: The SF/SPCA will employ a full-time groomer to bathe and attractively groom the animals abandoned at the Shelter to make them more desirable to prospective new owners. An additional vehicle, equipped to house and transport animals in comfort and safety, will be provided, at Society expense, to serve as a "penmobile". This will be used in a satellite adoption program, carrying animals to shopping centers, parks, street fairs, etc., to encourage adoptions of the City's animals. Both of these new services will help increase adoptions, reducing the fees to City revenue to underwrite some of the costs of animal control.

Additional services relating to Animal Control will also be provided to the City free of charge. These include a privately-funded low cost spay and neuter clinic to cut down the number of unwanted animals in San Francisco; inspections of place where animals are housed in the City to assure proper care and compliance with State law; cruelty investigations and prosecutions through the Courts; rescue services; humane education/public information program teaching pet owner responsibility in schools, seniors' centers, organizations for the handicapped, and block clubs.

Other services offered to the community by the Society and not funded by the City: pasturing and caring for the City's retired horses; PET-A-CARE, the \$2.00 Health Care Plan for the pets of low-income San Franciscans 65 and over; PROTECT-A-PET, a low-cost vaccination clinic for limited income residents of the City; special reduced rates for Society services to all seniors adopting pets from our Shelter, and the HEARING DOG TRAINING PROGRAM, which trains dogs abandoned at the Shelter to serve members of the deaf community.

CITY & COUNTY OF SAN FRANCISCO

BUDGET EXPLANATIONS

FISCAL YEAR

1979-80

001

FUND

01

FUND

70

DEPT

20

DIV

00

SEC

Page 2

CAO - Public Pounds

Continued, Budget, on Continuation

THE SAN FRANCISCO SOCIETY FOR THE
PREVENTION OF CRUELTY TO ANIMALS

BUDGET

	SHELTER		ANIMAL CONTROL		TOTAL	
	1978-79	1979-80	1978-79	1979-80	1978-79	1979-80
SF/SPCA Salaries	\$151,700	\$162,500	\$110,300	\$137,500	\$262,000	\$300,000
Taxes/ Fringe Benefits	35,000	40,000	25,000	32,000	60,000	72,000
Insurance/ Maintenance/ Repair	22,000	22,000	10,000	12,000	32,000	34,000
Utilities/Supplies/ Training/Informational Material	23,900	26,000	9,800	17,000	33,700	43,000
Animal Feed/ Medicine/ Night Emergencies	15,000	18,000	-0-	8,000	15,000	26,000
Auto Expense	-0-	-0-	16,000	19,000	16,000	19,000
Accounting/ Miscellaneous Support Services	39,000	40,000	26,000	30,000	65,000	70,000
Equipment Rental	9,100	9,600	8,200	9,400	17,300	19,000
Facility Rental	36,000	37,000	-0-	-0-	36,000	37,000
TOTAL	\$331,700	\$355,100	\$205,300	\$264,900	\$537,000	\$620,000

ADDITIONAL SERVICES relating to Animal Control provided without charge to the City and County of San Francisco:

Administrative Services	\$ 40,000
Veterinary/Clinic Services	35,000
Humane Education/Public Information Services	45,000
Miscellaneous Services	60,000
	<u>\$180,000</u>

CITY & COUNTY OF SAN FRANCISCO
BUDGET EXPLANATIONSFISCAL YEAR
1979-80001
FUND
GROUP
01
FUND
20
DEPT
20
DIV
00
SEC

CAO - Public Pound

DEPARTMENT, BOARD, OR COMMISSION

THE SAN FRANCISCO SOCIETY FOR THE PREVENTION OF CRUELTY
TO ANIMALS

ACTIVITY	REVENUE			PROJECTED PERCENTAGE INCREASE
	ESTIMATED 1978-1979	PROJECTED 1979-1980	VARIANCE	
Animals impounded	20,000	22,000	2,000	
Animals sold	6,300	7,500	1,200	20%
Animals redeemed	2,000	2,500	500	33%
Keep fees	---	---	---	20%
Citations issued	1,000	5,000	4,000	400%
Licenses issued	30,000	33,000	3,000	15%
TOTALS				30%

The proposed level of animal control services for 1979-1980 will require an increase of \$83,000 or 15% over the 1978-1979 Budget.

The projected increase in revenue at the proposed level of animal control services is \$83,000 or 30% higher than estimated revenue for 1978-1979.

CITY & COUNTY OF SAN FRANCISCO
BUDGET EXPLANATIONSFISCAL YEAR
1979-80001 FUND
01 FUND
70 DEPT
20 DIV
00 SEC

CAO - Public Fund

DEPARTMENT, BOARD, OR COMMISSION

THE SAN FRANCISCO SOCIETY FOR THE
PREVENTION OF CRUELTY TO ANIMALS

ANIMAL CONTROL SERVICES

SALARIES
1979-1980THE SAN FRANCISCO SOCIETY FOR THE
PREVENTION OF CRUELTY TO ANIMALSRENTAL CHARGE OUTLINE
1979-1980

I. SHELTER SERVICES

Position/Function	Salary Range	Number of Employees
Assistant Superintendent	\$11,000-\$14,500	1
Senior Clerk	\$9,000-\$12,500	1
Shelter Clerks	\$7,500-\$11,000	3
Kennel Supervisor	\$9,000-\$12,500	1
Kennel Attendants	\$7,500-\$11,000	7
Volunteer Coordinator	\$8,000-\$11,500	1
Veterinary Assistant	\$8,000-\$11,500	1
Maintenance/Janitor/Helper	\$7,000-\$10,500	1
Total Salaries and Number of Employees:	\$162,500	16

I. Shelter Facility

July, 1974 appraised value	\$486,500
July, 1974 appraised rental charge for portion of facility allocated to City use (at 9% rate of return)	\$ 56,000
July, 1979 estimated value (assuming 5% annual increase in value)	\$620,000
1979-1980 Facility Rental (at approximately 6% of value)	\$ 37,000

Total Salaries and Number of Employees:

II. Equipment

Shelter

Position/Function	Salary Range	Number of Employees
Superintendent	\$16,000-\$19,500	1
Animal Control Sergeant	\$10,000-\$13,500	1
Deputy Animal Control Officers	\$9,000-\$12,500	6
Citation Clerk	\$7,500-\$11,000	2
Dispatcher	\$7,500-\$11,000	1
Mechanic/Maintenance	\$9,000-\$12,500	1
Total Salaries and Number of Employees:	\$137,500	12

II. ANIMAL CONTROL SERVICES

Shelter

September, 1977 appraised depreciated value	\$ 98,000
1979-1980 Rental Charge (at less than 10% of depreciated value)	\$ 9,600
Animal Control	
4 patrol vehicles and 1 errand van (purchase price)	\$ 37,600
1979-1980 Rental Charge (at 25% of cost)	\$ 9,400
1979-1980 Equipment Rental	\$ 18,500

CITY ADMINISTRATIVE OFFICER
DEPARTMENT, BOARD, OR COMMISSION

CITY & COUNTY OF SAN FRANCISCO

BUDGET EXPLANATIONS

FISCAL YEAR

1979-1980

07	001	70	140	00
FUND	FUND	DEPT	DIV	SEC
GROUP				

Name of Bond Fund	Series	Interest Rate	Date of Issue	Interest	Redemption	Bond Fund Totals
Playground & Recreation Centers, 1955	G	3.00 %	9-1-64	675	45,000	
"	H	3.70 %	2-1-72	925	25,000	
"	H	3.80 %	2-1-72	950		
"	H	3.90 %	2-1-72	975		
"	H	4.00 %	2-1-72	2,000		
"	H	4.10 %	2-1-72	1,025		
"	H	4.20 %	2-1-72	1,050		
"	H	4.30 %	2-1-72	1,075		
Schools, 1956	H	3.00 %	9-1-64	2,025.00	135,000	78,675.00
Hall of Justice, 1956	D	3.00 %	9-1-65	900	20,000	
"	E	4.00 %	3-1-68	2,000	50,000	
"	E	4.10 %	3-1-68	6,150		
				9,050.00	70,000	79,050.00
Civic Center Auditorium Improvement, 1959	C	3.00 %	9-1-65	675.00	15,000	15,675.00
Palace of Fine Arts, 1959	A	3.00 %	9-1-64	1,800.00	120,000	121,800.00

BUDGET EXPLANATIONS

FISCAL YEAR

1979-1980

CHIEF ADMINISTRATIVE OFFICER

Department, Budget, or Commission

07
FUND
GROUP001
FUND70
DEPT40
DIV00
SEC

Name of Bond Fund	Series	Interest Rate	Date of Issue	Interest	Redemption	Bond Fund Totals
Street Lighting, 1964	A	3.00 %	9-1-65	1,350	30,000	
"	B	4.00 %	11-1-66	9,500	95,000	
"	C	4.00 %	3- 2 -68	1,600	40,000	
"	C	4.10 %	3-1-68	4,920		
"	D	4.40 %	2-1-69	9,240	105,000	
"	D	4.50 %	2- 1 -69	14,850		
"	E	4.00 %	1- 1 -71	3,800	95,000	
"	E	4.10 %	1- 1 -71	3,690		
"	E	4.20 %	1- 1 -71	3,780		
"	E	4.30 %	1-1-71	3,870		
"	E	4.40 %	1-1-71	3,960		
"	E	4.50 %	1-1-71	4,050		
"	E	4.60 %	1-1-71	4,140		
"	F	5.00 %	5-1-74	23,250	65,000	
"	F	5.10 %	5-1-74	10,710		
"	G	5.00 %	4-1-78	3,250		
"	G	6.00 %	4- 1 -78	34,050	25,000	
				140,010.00	455,000	595,010.00

CITY & COUNTY OF SAN FRANCISCO

BUDGET EXPLANATIONS

FISCAL YEAR
1979-1980CHIEF ADMINISTRATIVE OFFICER
Department, Board, or Commission

07	001	70	40	00
FUND	FUND	DEPT	DIV	SEC
GROUP				

Name of Bond Fund	Series	Interest Rate	Date of Issue	Interest	Redemption	Bond Fund Totals
Schools, 1964	A	3.00 %	9-1-65	6,075	135,000	
"	B	4.00 %	11-1-66	26,500	265,000	
"	C	4.00 %	3-1-68	45,000	565,000	
"	C	4.10 %	3-1-68	45,920		
"	D	4.40 %	2-1-69	26,400	300,000	
"	D	4.50 %	2-1-69	40,500		
"	E	5.90 %	2-1-70	20,060	340,000	
"	E	6.00 %	2-1-70	102,000		
"	F	4.00 %	1-1-71	19,800	495,000	
"	F	4.10 %	1-1-71	20,295		
"	F	4.20 %	1-1-71	20,790		
"	F	4.30 %	1-1-71	21,285		
"	F	4.40 %	1-1-71	21,780		
"	F	4.50 %	1-1-71	22,275		
"	F	4.60 %	1-1-71	22,770		
				<u>461,450.00</u>	<u>2,100,000</u>	2,561,450.00

CITY & COUNTY OF SAN FRANCISCO
BUDGET EXPLANATIONS

FISCAL YEAR

1979-1980

CHIEF ADMINISTRATIVE OFFICER

DEPARTMENT, BUREAU, OR COMMISSION

07	001	70	10	00
FUND	FUND	DEPT.	DIV	SEC
GROUP				

Name of Bond Fund	Series	Interest Rate	Date of Issue	Interest		Redemption		Bond Fund Totals
Log Cabin Ranch, 1964	A	4.00 %	11-1-66	7,000		70,000		
"	B	4.00 %	3-1-68	800		20,000		
"	B	4.10 %	3-1-68	2,460		<u>90,000</u>		100,260.00
Fire Department, 1964	A	3.00 %	9-1-65	3,375		75,000		
"	B	4.00 %	3-1-68	20,400		255,000		
"	B	4.10 %	3-1-68	20,910		<u>330,000</u>		374,685.00
Medical Center, 1965	A	4.00 %	11-1-66	11,500		115,000		
"	B	4.40 %	2-1-69	20,240		230,000		
"	B	4.50 %	2-1-69	31,050				
"	C	6.00 %	2-1-70	41,400		115,000		
"	D	4.00 %	1-1-71	71,400		1,785,000		
"	D	4.10 %	1-1-71	73,185				
"	D	4.20 %	1-1-71	74,970				
"	D	4.30 %	1-1-71	76,755				
"	D	4.40 %	1-1-71	78,540				
"	D	4.50 %	1-1-71	80,325				
"	D	4.60 %	1-1-71	<u>82,110</u>		<u>2,245,000</u>		2,886,475.00
				<u>641,475.00</u>				

CITY & COUNTY OF SAN FRANCISCO
CHIEF ADMINISTRATIVE OFFICER
DEPARTMENT, BOARD, OR COMMISSIONFISCAL YEAR
1979-1980

BUDGET EXPLANATIONS

07
FUND 001
GROUP FUND DEPT DIV SEC

Name of Bond Fund	Series	Interest Rate	Date of Issue	Interest	Redemption	Bond Fund Totals
Market Street, Reconstruction & Improvement, 1968	A	6.00 %	2-1-70	243,000	675,000	
"	B	3.70 %	2-1-72	2,775	75,000	
"	B	3.80 %	2-1-72	2,850		
"	B	3.90 %	2-1-72	2,925		
"	B	4.00 %	2-1-72	5,600		
"	B	4.10 %	2-1-72	2,870		
"	B	4.20 %	2-1-72	2,940		
"	B	4.30 %	2-1-72	3,010		
"	C	4.50 %	5-1-73	15,750	350,000	
"	C	4.60 %	5-1-73	32,200		
"	C	4.70 %	5-1-73	16,450		
"	C	4.75 %	5-1-73	16,625		
"	C	4.80 %	5-1-73	33,600		
"	C	4.90 %	5-1-73	34,300		
"	D	5.30 %	6-1-75	28,355		
"	D	5.40 %	6-1-75	28,890		
"	D	5.50 %	6-1-75	29,425		
"	D	5.60 %	6-1-75	29,960		
"	D	5.70 %	6-1-75	30,495		
"	D	5.80 %	6-1-75	31,030		
"	D	5.90 %	6-1-75	31,565		
"	D	6.00 %	6-1-75	128,400	535,000	
				753,015.00	1,635,000	2,388,015.00

CHIEF ADMINISTRATIVE OFFICER

DEPARTMENT BOARD OF COMMISSIONERS

BUDGET EXPLANATIONS

FISCAL YEAR

1979-1980

BUDGET OPERATIONS					
CHIEF ADMINISTRATIVE OFFICER		FISCAL YEAR 1979-1980	07 001 70 10 00 FUND DEPT DIV SEC GROUP		
NAME OF BOND FUND					
	SERIES	INTEREST RATE	DATE OF ISSUE	INTEREST	REDEMPTION
Fire Protection, 1971	A	4.50 %	5-1-73	18,450	410,000
"	A	4.60 %	5-1-73	37,720	
"	A	4.70 %	5-1-73	19,270	
"	A	4.75 %	5-1-73	19,475	
"	A	4.80 %	5-1-73	39,360	
"	A	4.90 %	5-1-73	40,180	
"	B	5.10 %	6-1-75	5,610	
"	B	5.30 %	6-1-75	5,830	
"	B	5.40 %	6-1-75	5,940	
"	B	5.60 %	6-1-75	6,160	
"	B	5.70 %	6-1-75	6,270	
"	B	5.80 %	6-1-75	5,800	
"	B	5.90 %	6-1-75	5,900	
"	B	6.00 %	6-1-75	12,600	110,000
"	B	6.10 %	6-1-75	6,100	
"	B	6.20 %	6-1-75	6,200	
"	C	5.00 %	4-1-75	13,750	
"	C	5.10 %	4-1-78	6,885	
"	C	6.00 %	4-1-78	19,230	21,000
				280,730.00	541,000

821.730.00

1421

FORM 4350
7

CITY & COUNTY OF SAN FRANCISCO

BUDGET EXPLANATIONS

FISCAL YEAR
1979-1980CHIEF ADMINISTRATIVE OFFICER
DEPARTMENT, BOARD, OR COMMISSION07
FUND 001
GROUP FUND DEPT DIV SEC

1421

Name of Bond Fund	Series	Interest Rate	Date of Issue	Interest	Redemption	Bond Fund Totals
Street and Parkway Lighting 1972	A	4.50 %	5-1-73	4,500	100,000	
"	A	4.60 %	5-1-73	9,200		
"	A	4.70 %	5-1-73	4,700		
"	A	4.75 %	5-1-73	4,750		
"	A	4.80 %	5-1-73	9,600		
"	A	4.90 %	5-1-73	9,800		
"	B	6.00 %	7-1-76	52,800	60,000	
"	B	5.50 %	7-1-76	49,225		
"	B	5.40 %	7-1-76	7,020		
"	B	5.30 %	7-1-76	6,360		
"	B	4.00 %	7-1-76	7,400		
"	C	5.00 %	4-1-78	42,250		
"	C	5.10 %	4-1-78	20,655		
"	C	6.00 %	4-1-78	58,200	60,000	
				<u>286,460.00</u>	<u>220,000</u>	506,460.00

CITY & COUNTY OF SAN FRANCISCO

BUDGET EXPLANATIONS

FORM 4350

5

CHIEF ADMINISTRATIVE OFFICER

DEPARTMENT BUDGET, ON CONSIDERATION

FISCAL YEAR

1979-1980

07

FUND

GROUP

001

FUND

DEPT

40

DIV

SEC

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DIV

SEC

Name of Bond Fund	Series	Interest Rate	Date of Issue	Interest		Redemption		Bond Fund Totals
				FUND	DEPT	FUND	DEPT	
Public School Building Improvement, 1973	A	5.00 %	5-1-74	382,500		850,000		
"	A	5.10 %	5-1-74	43,350				
"	A	5.20 %	5-1-74	44,200				
"	A	5.25 %	5-1-74	89,250				
"	A	5.30 %	5-1-74	90,100				
"	B	5.00 %	6-1-75	104,500				
"	B	5.90 %	6-1-75	122,720				
"	B	6.00 %	6-1-75	124,800				
"	B	6.10 %	6-1-75	127,185				
"	B	6.20 %	6-1-75	64,790				
"	B	6.25 %	6-1-75	65,312.50				
"	B	6.50 %	6-1-75	405,600		1,040,000		3,554,307.50
				1,664,307.50		1,890,000		
Fire Protection System, 1974	A	5.50 %	6-1-75	27,500		125,000		
"	A	5.60 %	6-1-75	7,000				
"	A	5.70 %	6-1-75	7,125				
"	A	5.80 %	6-1-75	6,960				
"	A	5.90 %	6-1-75	7,080				
"	A	6.00 %	6-1-75	21,600				
"	B	5.00 %	4-1-78	21,000				
"	B	5.10 %	4-1-78	10,200				
"	B	6.00 %	4-1-78	28,500		30,000		
				136,965.00		155,000		491,965.00

1423

FORM 4-1980
9

CITY & COUNTY OF SAN FRANCISCO

BUDGET EXPLANATIONS

FISCAL YEAR
1979-1980

07	001	70	40	00
FUND	FUND	DEPT	DIV	SEC
GROUP				

CHIEF ADMINISTRATIVE OFFICER
DEPARTMENT, BOARD, OR COMMISSION

1423

Name of Bond Fund	Series	Interest Rate	Date of Issue	Interest	Redemption	Bond Fund Totals
Irrigation System of Recreation & Park 1977	A	5.00 %	4-1-78	29,500		
"	A	5.10 %	4-1-78	14,535	40,000	
"	A	6.00 %		39,900	40,000	
				83,935.00	40,000	123,935.00
Fire Protection System, 1977	A	5.00 %	4-1-78	32,750		
"	A	5.10 %	4-1-78	15,810		
"	A	6.00 %	4-1-78	44,550	45,000	
				93,110.00	45,000	138,110.00
GENERAL CITY BOND SERVICE REQUIREMENTS						
SCHEDULED PAYMENTS				4,618,627.50	10,156,000	14,774,627.50
ESTIMATED SALES				360,000.00	405,000	765,000.00
TOTAL GENERAL CITY BOND SERVICE REQUIREMENTS				4,978,627.50	10,561,000	15,539,627.50

CITY & COUNTY OF SAN FRANCISCO

BUDGET EXPLANATIONS

FORM 4250

FISCAL YEAR

10

1979-1980

CHIEF ADMINISTRATIVE OFFICER

DEPARTMENT, BOARD, OR COMMISSION

30	001	27	00	00
FUND	FUND	DEPT	DIV	SEC
GROUP				

Name of Bond Fund	Series	Interest Rate	Date of Issue	Interest	Redemption	Bond Fund Totals
Airport, 1967	B	4.40 %	2-1-69	70,400	800,000	
"	B	4.50 %	2-1-69	108,000		
"	C	6 %	2-1-70	744,000	2,100,000	
"	D	3.70 %	2-1-72	42,365	1,145,000	
"	D	3.80 %	2-1-72	43,510		
"	D	3.90 %	2-1-72	44,655		
"	D	4 %	2-1-72	137,000		
"	D	4.10 %	2-1-72	46,945		
"	D	4.20 %	2-1-72	48,090		
"	D	4.30 %	2-1-72	49,235		
"	D	4.40 %	2-1-72	100,540		
"	D	4.50 %	2-1-72	102,600		
"	E	5 %	5-1-74	717,750	1,595,000	
"	E	5.10 %	5-1-74	81,345		
"	E	5.20 %	5-1-74	82,940		
"	E	5.25 %	5-1-74	167,475		
"	E	5.30 %	5-1-74	169,070		

Total Bond Service Requirements - S.F. AIRPORT

2,755,920.00	5,640,000	8,395,920.00
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1425

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 FUND 11
 11

 CHIEF ADMINISTRATIVE OFFICER
 DEPARTMENT, BOARD, OR COMMISSION

 CITY & COUNTY OF SAN FRANCISCO
 BUDGET EXPLANATIONS

 FISCAL YEAR
 1979-1980

 07
 FUND 001
 GROUP FUND DEPT DIV SEC

1425

Name of Bond Fund	Series	Interest Rate	Date of Issue	Interest	Redemption	Bond Fund Totals
Municipal Water Supply, 1972	A	5 %	5-1-74	112,500	250,000	
"	A	5.10 %	5-1-74	12,750		
"	A	5.20 %	5-1-74	13,000		
"	A	5.25 %	5-1-74	26,250		
"	A	5.30 %	5-1-74	26,500		
"	B	5 %	6-1-75	45,000		
"	B	5.90 %	6-1-75	52,510		
"	B	6 %	6-1-75	53,400		
"	B	6.10 %	6-1-75	54,595		
"	B	6.20 %	6-1-75	27,900		
"	B	6.25 %	6-1-75	28,125		
"	B	6.50 %	6-1-75	173,550	445,000	
"	C	4.00 %	4-1-78	55,400		
"	C	5.00 %	4-1-78	47,500		
"	C	5.10 %	4-1-78	54,825		
"	C	5.25 %	4-1-78	65,100		
"	C	6.00 %	4-1-78	76,500	150,000	
Total Bond Service Requirement - S.F. WATER DEPT.				925,405.00	845,000	1,770,405.00

CITY & COUNTY OF SAN FRANCISCO

BUDGET EXPLANATIONS

FISCAL YEAR

1979-1980

CHIEF ADMINISTRATIVE OFFICER

DEPARTMENT, BOARD OR COMMISSION

07 FUND GROUP
001 FUND
70 DEPT
40 DIV
00 SEC

1426

Name of Bond Fund	Series	Interest Rate	Date of Issue	Interest	Redemption	Bond Fund Totals
Hetch Hetchy Power, 1955	F	1 %	2-1-60	2,250	225,000	
"	G	1 %	10-1-60	7,500		
"	G	3.25 %	10-1-60	12,187.50	750,000	
"	H	.25 %	9-1-64	587.50		
"	H	3 %	9-1-64	31,725	235,000	
				<u>54,250.00</u>	<u>1,210,000</u>	1,284,250.00
Municipal Water System, 1961	A	3 %	3-1-62	31,500	350,000	
"	B	2.75 %	4-1-63	142,450	1,295,000	
"	C	.25 %	9-1-64	312.50		
"	C	3 %	9-1-64	17,400	130,000	
"	D	3 %	9-1-65	79,950	410,000	
"	E	.25 %	11-1-65	2,187.50		
"	E	4 %	11-1-66	227,500	875,000	
"	F	3.75 %	8-1-67	48,750	2,600,000	
"	F	3.80 %	8-1-67	296,400		
"	F	3.85 %	8-1-67	500,500		
"	G	4 %	2-1-68	23,200	290,000	
"	G	4.10 %	3-1-68	84,255		
"	H	4.40 %	2-1-69	15,400	175,000	
"	H	4.50 %	2-1-69	23,625		
"	H	4.60 %	2-1-69	40,250		
"	I	4 %	10-1-71	8,600	215,000	
"	I	4.10 %	1-1-71	8,815		

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D
FORM 4380

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BUDGET EXPLANATIONS
FISCAL YEAR
1979-198007
FUND 001
GROUP FUND DEPT DIV SEC

CHIEF ADMINISTRATIVE OFFICER

DEPARTMENT, BOARD, OR COMMISSION

Name of Bond Fund	Series	Interest Rate	Date of Issue	Interest	Redemption	Bond Fund Totals
Municipal Water System, 1961 (Continued)	I	4.20 %	1-1-71	9,030		
"	I	4.30 %	1-1-71	9,245		
"	I	4.40 %	1-1-71	9,460		
"	I	4.50 %	1-1-71	9,675		
"	I	4.60 %	1-1-71	9,890		
"	I	4.70 %	1-1-71	10,105		
"	I	4.80 %	1-1-71	10,320		
"	I	4.90 %	1-1-71	10,290		
"	I	5 %	1-1-71	21,000		
"	J	3.75 %	2-1-72	4,125	110,000	
"	J	3.85 %	2-1-72	4,235		
"	J	3.95 %	2-1-72	4,345		
"	J	4 %	2-1-72	4,400		
"	J	4.10 %	2-1-72	4,510		
"	J	4.20 %	2-1-72	4,620		
"	J	4.25 %	2-1-72	9,350		
"	J	4.40 %	2-1-72	4,840		
"	J	4.50 %	2-1-72	19,575		
"	K	4.60 %	5-1-73	6,900	75,000	
"	K	4.70 %	5-1-73	7,050		
"	K	4.75 %	5-1-73	3,562.50		
"	K	4.80 %	5-1-73	3,600		
"	K	4.90 %	5-1-73	11,025		
"	K	5 %	5-1-73	10,750		

CITY & COUNTY OF SAN FRANCISCO

BUDGET EXPLANATIONS

FISCAL YEAR

CHIEF ADMINISTRATIVE OFFICER

DEPARTMENT, BOARD, OR COMMISSION

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07	001	70	40	00
FUND	FUND	DEPT	DIV	SEC
GROUP				

Name of Bond Fund	Series	Interest Rate	Date of Issue	Interest		Redemption		Bond Fund Totals
				FUND	DEPT	DIV	SEC	
Municipal Water System, 1961 (Continued)	K	5.10 %	5-1-73	7,140				
				1,760,137.50		6,525,000		8,285,137.50
Total Bond Service Requirements HETCH HETCHY PROJECT				1,814,387.50		7,735,000		9,549,387.50

CITY & COUNTY OF SAN FRANCISCO

BUDGET EXPLANATIONS

FISCAL YEAR
1979-1980

CHIEF ADMINISTRATIVE OFFICER

Department, Board, or Commission

31	001	39	00	00
FUND	FUND	DEPT	DIV	SEC
Group				

Name of Bond Fund	Series	Interest Rate	Date of Issue	Interest	Redemption	Bond Fund Totals
Harbor Improvement, 1971	A	4.50 %	5-1-73	144,000		
"	A	4.90 %	5-1-73	78,400		
"	A	5 %	5-1-73	120,000		
"	A	5.10 %	5-1-73	163,200		
"	A	5.20 %	5-1-73	83,200		
"	A	5.25 %	5-1-73	84,000		
"	A	5.75 %	5-1-73	46,000		
"	A	6 %	5-1-73	288,000	800,000	
"	B	5.40 %	6-1-75	21,600		
"	B	5.50 %	6-1-75	22,000		
"	B	5.60 %	6-1-75	22,400		
"	B	5.75 %	6-1-75	23,000		
"	B	5.90 %	6-1-75	23,600		
"	B	6.00 %	6-1-75	72,000		
"	B	6.10 %	6-1-75	24,400		
"	B	6.30 %	6-1-75	382,800		
"	B	6.50 %	6-1-75	26,000		
"	B	6.75 %	6-1-75	27,000		
Total Bond Service Requirements - S.F. HARBOR COMMISSION				1,621,600.00	800,000	2,421,600.00

BUDGET EXPLANATIONS

FISCAL YEAR

1979-1980

CHIEF ADMINISTRATIVE OFFICER

DEPARTMENT, BOARD, OR COMMISSION

35	001	92	01	00
FUND	FUND	DEPT	DIV	SEC
GROUP				

Name of Bond Fund	Series	Interest Rate	Date of Issue	Interest		Redemption		Bond Fund Totals
				FUND	DEPT	FUND	DIV	
Sewers, 1954	F	4.00 %	3-1-58	800		20,000		
	F	4.10 %	3-1-58	2,460		20,000		23,260.00
				3,260.00				
Sewers, 1960	B	3.00 %	9-1-64	5,025		335,000		
	C	3.00 %	9-1-65	900		20,000		
"	D	4.40 %	2-1-69	13,200		150,000		
"	D	4.50 %	2-1-69	20,250				
				39,375.00		505,000		544,375.00
Sewerage & Sewage Disposal, 1964	A	3.00 %	9-1-65	3,825		85,000		
	B	4.00 %	11-1-66	16,500		165,000		
	C	4.00 %	3-1-68	21,600		270,000		
	C	4.10 %	3-1-68	22,140				
	D	4.40 %	2-1-69	19,800		225,000		
	D	4.50 %	2-1-69	30,600				
	E	6.00 %	2-1-70	19,800		55,000		
	F	4.00 %	1-1-71	3,600		90,000		
	F	4.10 %	1-1-71	3,690				
	F	4.20 %	1-1-71	3,780				
	F	4.30 %	1-1-71	3,870				
	F	4.40 %	1-1-71	3,960				
	F	4.50 %	1-1-71	4,050				
	F	4.60 %	1-1-71	4,140				
	G	6.00 %	7-1-76	121,140		218,000		
				282,495.00		1,108,000		1,390,495.00

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 CHIEF ADMINISTRATIVE OFFICER
 DEPARTMENT, BOARD, OR COMMISSION

 CITY & COUNTY OF SAN FRANCISCO
 BUDGET EXPLANATIONS

 FISCAL YEAR
 1979-1980

35	001	92	01	00
FUND	FUND	DEPT	DIV	SEC
GROUP				

1431

Name of Bond Fund	Series	Interest Rate	Date of Issue	Interest	Redemption	Bond Fund Totals
Sewage & Water Pollution Control, 1966						
"	A	6.00 %	2-1-70	48,600	135,000	
"	B	4.00 %	1-1-71	31,200	780,000	
"	B	4.10 %	1-1-71	31,980		
"	B	4.20 %	1-1-71	32,760		
"	B	4.30 %	1-1-71	33,755		
"	B	4.40 %	1-1-71	34,540		
"	B	4.50 %	1-1-71	35,325		
"	B	4.60 %	1-1-71	36,110		
"	C	6.00 %	7-1-76	213,900	380,000	
				498,170.00	1,295,000	1,793,170.00
Water Pollution Control, 1970						
"	A	3.70 %	2-1-72	33,855	915,000	
"	A	3.80 %	2-1-72	34,770		
"	A	3.90 %	2-1-72	35,685		
"	A	4.00 %	2-1-72	73,200		
"	A	4.10 %	2-1-72	37,515		
"	A	4.20 %	2-1-72	38,430		
"	A	4.30 %	2-1-72	39,345		
"	A	4.50 %	5-1-73	4,500	100,000	
"	B	4.60 %	5-1-73	9,200		
"	B	4.70 %	5-1-73	4,700		
"	B	4.75 %	5-1-73	4,750		

CITY & COUNTY OF SAN FRANCISCO

BUDGET EXPLANATIONS

FISCAL YEAR
1979-1980

CHIEF ADMINISTRATIVE OFFICER

DEPARTMENT, BOARD, OR COMMISSION

35	001	92	01
FUND	FUND	DEPT	DIV
GROUP			SEC

Name of Bond Fund	Series	Interest Rate	Date of Issue	Interest		Redemption		Bond Fund Totals
Water Pollution Control, 1970 (continued)	B	4.80 %	5-1-73	9,600				
"	B	4.90 %	5-1-73	9,800				
"	C	5.50 %	6-1-75	278,300		1,265,000		
"	C	5.60 %	6-1-75	70,840				
"	C	5.70 %	6-1-75	72,105				
"	C	5.80 %	6-1-75	73,660				
"	C	5.90 %	6-1-75	74,930				
"	C	6.00 %	6-1-75	228,600				
"	D	6.00 %	7-1-76	625,500		770,000		
"	D	5.50 %	7-1-76	738,100				
"	D	5.40 %	7-1-76	105,570				
"	D	5.30 %	7-1-76	97,785				
"	D	4.00 %	7-1-76	110,800				
				2,811,540.00		3,050,000		5,861,540.00

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FUND 480
19

CITY & COUNTY OF SAN FRANCISCO

BUDGET EXPLANATIONS

FISCAL YEAR
1979-1980CHIEF ADMINISTRATIVE OFFICER
DEPARTMENT, BOARD, OR COMMISSION35
FUND 001 92 01 00
GROUP FUND DEPT DIV SEC

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Name of Bond Fund	Series	Interest Rate	Date of Issue	Interest	Redemption	Bond Fund Totals
Sewer System, 1972	A	5.00 %	5-1-74	46,750	135,000	
"	A	5.10 %	5-1-74	19,890		
"	B	5.50 %	6-1-75	29,700	135,000	
"	B	5.60 %	6-1-75	7,560		
"	B	5.70 %	6-1-75	7,695		
"	B	5.80 %	6-1-75	7,540		
"	B	5.90 %	6-1-75	7,670		
"	B	6.00 %	6-1-75	23,400		
"	C	6.00 %	7-1-76	426,450	525,000	
"	C	5.50 %	7-1-76	502,975		
"	C	5.40 %	7-1-76	72,090		
"	C	5.30 %	7-1-76	66,780		
"	C	4.00	7-1-76	75,600		
				<u>1,294,100.00</u>	<u>795,000</u>	2,089,100.00
Total Bond Service Requirements - WASTE WATER MANAGEMENT				<u>4,928,940.00</u>	<u>8,773,000</u>	<u>11,701,940.00</u>

CHIEF ADMINISTRATIVE OFFICER
DEPARTMENT, BOARD, OR COMMISSION

DEPARTMENT BOARD OR COMMISSION

Series	Interest Rate	Date of Issue
--------	---------------	---------------

Name of Bond Fund

P. S. E. - SCHEDULED BOND SERVICE REQUIREMENTS

" - ESTIMATED SERVICE REQUIREMENTS - BOND SALES

" - TOTAL BOND SERVICE REQUIREMENTS

GENERAL CITY - TOTAL BOND SERVICE REQUIREMENTS

GRAND TOTAL - ALL BOND FUNDS

7434

<u>FUND</u>	<u>FUND</u>	<u>DEPT</u>	<u>DIV</u>	<u>SEC</u>
GROUP				

Series	Interest Rate	Date of Issue
--------	------------------	------------------

Name of Bond Fund

P. S. E. - SCHEDULED BOND SERVICE REQUIREMENTS

" - ESTIMATED SERVICE REQUIREMENTS - BOND SALES

" - TOTAL BOND SERVICE REQUIREMENTS

GENERAL CITY - TOTAL BOND SERVICE REQUIREMENTS

GRAND TOTAL - ALL BOND FUNDS

	Bond Fund	Totals
1970	100	100
1971	100	100
1972	100	100
1973	100	100
1974	100	100
1975	100	100
1976	100	100
1977	100	100
1978	100	100
1979	100	100
1980	100	100
1981	100	100
1982	100	100
1983	100	100
1984	100	100
1985	100	100
1986	100	100
1987	100	100
1988	100	100
1989	100	100
1990	100	100
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1993	100	100
1994	100	100
1995	100	100
1996	100	100
1997	100	100
1998	100	100
1999	100	100
2000	100	100
2001	100	100
2002	100	100
2003	100	100
2004	100	100
2005	100	100
2006	100	100
2007	100	100
2008	100	100
2009	100	100
2010	100	100
2011	100	100
2012	100	100
2013	100	100
2014	100	100
2015	100	100
2016	100	100
2017	100	100
2018	100	100
2019	100	100
2020	100	100
2021	100	100
2022	100	100
2023	100	100
2024	100	100
2025	100	100
2026	100	100
2027	100	100
2028	100	100
2029	100	100
2030	100	100
2031	100	100
2032	100	100
2033	100	100
2034	100	100
2035	100	100
2036	100	100
2037	100	100
2038	100	100
2039	100	100
2040	100	100
2041	100	100
2042	100	100
2043	100	100
2044	100	100
2045	100	100
2046	100	100
2047	100	100
2048	100	100
2049	100	100
2050	100	100
2051	100	100
2052	100	100
2053	100	100
2054	100	100
2055	100	100
2056	100	100
2057	100	100
2058	100	100
2059	100	100
2060	100	100
2061	100	100
2062	100	100
2063	100	100
2064	100	100
2065	100	100
2066	100	100
2067	100	100
2068	100	100
2069	100	100
2070	100	100
2071	100	100
2072	100	100
2073	100	100
2074	100	100
2075	100	100
2076	100	100
2077	100	100
2078	100	100
2079	100	100
2080	100	100
2081	100	100
2082	100	100
2083	100	100
2084	100	100
2085	100	100

[illegible]

12,046,252.50 21,793,000

480,000.00	535,000
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12.526.252.50 22.328.000

4,978,627.50 10,561,000

17,504,880.00 32,889,000

WORK PROGRAM SUMMARY

PAGE 1

*TOTAL LESS NON-BUDGETED REVENUES.

REAL ESTATE DEPARTMENT
DEPARTMENT, BOARD OR COMMISSION

PROGRAM OF FUNCTION		APPROVED		1978-79		1979-80	
A. Administration	509,042	4	448,751	3	455,955	3	461,718
B. Interdepartmental (Informational only)	896,661*	29*	915,407	29*	915,407	29*	915,407
C. Administration							
D. F.							
E. F.							
F. F.							
G. Administration							
H. Unallocated Costs							
I. Equip/Cap. Outlay							
GROSS BUDGET*		509,042	448,751	3	455,955	3	461,718

REVENUE		509,042		503,000		503,000	
Ad Valorem	130,842	0	0	0	0	0	0
State Subventions	0	0	0	0	0	0	0
State Grants	0	0	0	0	0	0	0
Fees and Charges	3,200	3,000	3,000	3,000	3,000	3,000	3,000
Other Revenues	375,000	500,000	500,000	500,000	500,000	500,000	500,000
TOTAL REVENUE		509,042	503,000	503,000	503,000	503,000	503,000

EXPENDITURE DETAIL		130,892		113,281		113,281	
A. Permanent Salaries							
B. Other Personnel Costs							
C. Mandatory Fringe Benefits	35,341	30,066	30,066	30,066	30,066	30,066	30,066
D. Direct Service Contracts	300	300	300	300	300	300	300
E. Operating Expense	365,245	329,390	329,390	329,390	329,390	329,390	329,390
F. Equip/Cap. Outlay	150	0	0	0	0	0	0
GROSS BUDGET*	531,928	473,037	473,037	473,037	473,037	473,037	473,037
G. Less Salary Savings	22,886	24,286	17,082	17,082	11,319	6,997	6,997
H. ACTUAL BUDGET	509,042	448,751	455,955	461,718	466,040	466,040	466,040
I. Permanent Employment	4	3	3	3	3	3	3
J. IDMO Employment	29*	29*	29*	29*	29*	29*	29*
K. Grant Funded Empl.	0	0	0	0	0	0	0
L. Other Employment	0	0	0	0	0	0	0

*Interdepartmental work orders - Based upon full funding. See Budget Explanations, Page 4, Items 019-035.

Name of Program or Function ADMINISTRATIONIdentification from Summary LINE A

Program Description:

Administration, supervision and operation of
the Real Estate Department (Office)

Program Outputs:

Unit

A. None

B. _____

C. _____

D. _____

E. _____

II. EXPENDITURE DETAIL

A. Permanent Salaries

B. Other Personnel Costs

C. Mandatory Fringe Benefits

D. Direct Service Contracts

E. Operating Expenses

F. Facilities Maintenance

G. Equipment & Cap. Outlay

H. Possessory Interest Tax - Midtown Park Apts.

I. RENT, CIVIC CENTER PLAZA GARAGE

J. TOTAL REQUESTED FOR THIS FUNCTION

III. EMPLOYMENT DETAIL

A. Permanent Employments

B. IDMO Funded Employments

C. Grant Funded Employments

D. Other Temporary Employments

E. Full-Time Employees in
Funded Positions

F. Part-Time Employees in
Funded Positions

TOTAL

	1977-78 Actual	1978-79 Estimated	Base	First Add-on	1979-80 Second Add-on	Third Add-on
	\$ 126,594	\$ 113,281	\$ 94,359	\$ 99,854	\$ 104,178	\$ 107,589
	28,998	30,066	24,702	26,411	27,850	28,761
	31,480	11,703	10,504	10,504	10,504	10,504
	31,823	17,500	15,750	15,750	15,750	15,750
	49,133	51,042	18,136	18,136	18,136	18,136
	285,000	285,000	285,000	285,000	285,000	285,000
	\$553,268	\$ 509,042	\$448,751	\$455,955	\$461,718	\$466,040
	1977-78 Approved	1978-79 Approved			1979-80 Requested	
	5	4	3	3	3	3
	0	0	0	0	0	0
	0	0	0	0	0	0
	0	0	0	0	0	0
	0	0	0	0	0	0
	0	0	0	0	0	0
	5	4	3	3	3	3

WORK PROGRAM DETAILS

Name of Program or Function INTERDEPARTMENTAL

Program Description:

Performance of charter assigned duties of the Real Estate Department: acquisition of property by the City; sale of surplus City-owned property; space studies and allocation of space; leasing of privately owned property for City use; leasing of City-owned property for private use; abatement of blighted areas; and other programs and projects. Code Enforcement Program (ACE) and Rehabilitation Assistance Program (RAP).
 Program Outputs:

Unit

- A. Acquisitions
- B. Sales
- C. Leases
- D. Appraisals
- E. Loans & Grants (FACE and RAP Programs)
- F. Appraisals (FACE and RAP Programs)

II. EXPENDITURE DETAIL

- A. Permanent Salaries
- B. Other Personnel Costs
- C. Mandatory Fringe Benefits
- D. Direct Service Contracts
- E. Operating Expenses

F. Facilities Maintenance
G. Equipment & Cap. Outlay

J. TOTAL REQUESTED FOR THIS FUNCTION

III. EMPLOYMENT DETAIL

Identification from Summary LINE B

REAL ESTATE DEPARTMENT
DEPARTMENT, BOARD OR COMMISSION

	1979-80*		
	First	Second	Third
	Add-on	Add-on	Add-on
1977-78			
Actual			
Estimated			
Base			

	20	25	25	25
17	25	30	30	30
13	325	350	350	350
303	65	75	75	75
40	120	150	150	150
108	160	180	180	180
150				

1977-78 Approved	1978-79 Approved	1979-80 Requested
\$636,552	\$896,661	\$915,407
	\$915,407	\$915,407
		\$915,407

CITY & COUNTY OF SAN FRANCISCO
BUDGET EXPLANATIONS

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REAL ESTATE DEPARTMENT
DEPARTMENT: BOARD OF COMMISSIONERS
FISCAL YEAR 1979-198001 FUND 001 71 DEPT 01 00
FUND DEPT DIV SEC
PAGE 1

NARRATIVE

THE REAL ESTATE DEPARTMENT IS THE CITY'S PROPERTY AGENT AND REPRESENTATIVE, AND BY CHARTER IS RESPONSIBLE FOR CITY PROPERTY ACQUISITIONS, SALES, JURISDICTIONAL TRANSFERS, LEASING BOTH OF CITY-OWNED PROPERTY AND PRIVATE PROPERTY FOR CITY USE, AND OTHER RELATED PROPERTY FUNCTIONS, INCLUDING ADMINISTRATION OF CIVIC AUDITORIUM AND BROOKS HALL.

FIVE POSITIONS ARE ESTABLISHED IN THE REAL ESTATE DEPARTMENT BUDGET*:

DIRECTOR OF PROPERTY
ASSISTANT DIRECTOR OF PROPERTY
RIGHT OF WAY AGENT
RENTAL PROPERTY SUPERVISOR
SENIOR CLERK STENOGRAPHER

THE REAL ESTATE DEPARTMENT IS ALSO A SERVICE DEPARTMENT FOR OTHER CITY DEPARTMENTS, BOARDS, COMMISSIONS AND AGENCIES. UNDER THE CHARTER THE REAL ESTATE DEPARTMENT MUST BE THE CITY'S PROPERTY REPRESENTATIVE FOR THESE DEPARTMENTS AND AGENCIES, AND MUST PROVIDE FOR THE ACQUISITION, TRANSFER, LEASING, AND SALES FUNCTIONS FOR THE DEPARTMENTS AND AGENCIES. THIS DEPARTMENT IS ALSO RESPONSIBLE FOR THE LOAN AND ESCROW FUNCTIONS OF THE REHABILITATION ASSISTANCE PROGRAM (RAP). THE VOLUME OF ACTIVITY OF ALL THE VARIOUS DEPARTMENTS AND AGENCIES OVER THE PAST YEARS HAS BEEN SUCH THAT THE BUDGET AUTHORIZES ADDITIONAL POSITIONS IN THE DEPARTMENT ON AN "AS-NEEDED" BASIS. THESE POSITIONS CAN THEN BE FILLED WHEN NEEDED, AND THE FUNDS FOR THESE EMPLOYMENTS ARE PROVIDED BY THE DEPARTMENTS, AGENCIES AND COMMISSIONS REQUIRING THE SERVICES OF OUR DEPARTMENT.

THESE POSITIONS, SINCE THEY ARE FUNDED BY TRANSFER OF MONEY TO THE REAL ESTATE DEPARTMENT, ARE KNOWN AS INTER-DEPARTMENTAL POSITIONS. THERE ARE 29 SUCH POSITIONS.

THE FIVE BUDGETED POSITIONS PROVIDE THE BASIC OPERATING STAFF FOR CONDUCTING THE CHARTER-ASSIGNED DUTIES OF THE DEPARTMENT, AS WELL AS THE MANAGEMENT FUNCTIONS FOR THE

INTER-DEPARTMENTAL EMPLOYEES. THESE FUNCTIONS INCLUDE TRAINING OF STAFF, SUPERVISION, ASSIGNMENT OF DUTIES AND PROJECTS, APPROVAL OF LEGISLATION, PRESENTATION OF AND TESTIMONY FOR PROJECTS BEFORE THE FINANCE COMMITTEE, AND OTHER COMMITTEES OF THE BOARD OF SUPERVISORS, AND THE FULL BOARD, CONSULTATIONS WITH THE CITY ATTORNEY AND HEADS OF THE DEPARTMENTS, COMMISSIONS AND AGENCIES BEING SERVED, FINAL NEGOTIATIONS WITH OWNERS OF PRIVATE PROPERTY BEING ACQUIRED OR LEASED BY THE CITY IN THOSE INSTANCES WHEN AN EMPHASIS HAS OCCURRED, OR WHERE THE SCOPE OF THE PROJECT IS EXTREMELY LARGE, AS IN SEVERAL OF THE WASTE WATER PROGRAM ACQUISITIONS.

UNDER THIS UNUSUAL COMBINATION OF OPERATING CIRCUMSTANCES, THE DEPARTMENT MAINTAINS ITS GOAL OF PROVIDING AS MUCH SERVICE TO OUR REQUESTING DEPARTMENTS AS POSSIBLE CONSISTENT WITH HIGH PROFESSIONAL STANDARDS. WE ATTEMPT TO ACCEPT AND COMPLETE EACH REQUEST FORWARDED TO US IN A PROMPT AND PROFESSIONAL MANNER.

THAT PORTION OF THE REAL ESTATE DEPARTMENT'S OPERATIONS WHICH THIS NARRATIVE ADDRESSES IS, OF COURSE, THE AD VALOREM BUDGET, A VERY DETAILED ANALYSIS OF THE EFFECTS OF FUNDING AT BASE LEVEL PLUS SPECIFIED INCREMENTS APPEARS AS ITEM 001 IN OUR BUDGET EXPLANATIONS. THE MAJOR PROBLEM EXISTING, HOWEVER, IN ALL FOUR LEVELS OF PROPOSED FUNDING IS THE NEGATIVE EFFECT ON THE DEPARTMENT RESULTING FROM ANY REDUCTION IN FUNDS FOR THE BUDGETED (AD VALOREM) STAFF. SINCE THE STAFF CONSISTS OF ONLY 5 EMPLOYEES, ANY REDUCTION IN FUNDS REDUCES THE STAFF BY 20% OR MORE. THIS SERIOUSLY CURTAILS OUR ABILITY TO PERFORM OUR ASSIGNED FUNCTIONS AS WELL AS OUR MANAGEMENT FUNCTIONS RELATIVE TO THE INTERDEPARTMENTALLY FUNDED EMPLOYEES.

THE BASE BUDGET FOR 1979-80 WOULD, IN FACT, REDUCE OUR BUDGETED STAFF BY 40%. THE CONSEQUENTIAL RESULT OF SUCH REDUCTIONS BASED UPON THE INTERRELATIONSHIP DETAILLED ABOVE WOULD BE REDUCED SERVICES TO THE DEPARTMENTS, COMMISSIONS AND AGENCIES SEEKING OUR HELP. IN ADDITION TO THE REDUCED SERVICES TO THE LEGISLATURE, ADMINISTRATIVE AND EXECUTIVE DIVISIONS OF THE GOVERNMENT AS ENUMERATED IN ITEM 001 OF OUR BUDGET EXPLANATIONS.

* EXCLUDING CIVIC AUDITORIUM-BROOKS HALL, THE BUDGET FOR WHICH IS SUBMITTED SEPARATELY.

CITY & COUNTY OF SAN FRANCISCO
BUDGET EXPLANATIONS

REAL ESTATE DEPARTMENT

Department, Branch, OR COMMISSION

1979-1980

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FUND FUND DEPT DIV SEC

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PAGE 1-A001 - MISCELLANEOUS SALARIES: BASED UPON
5 BUDGETED POSITIONS AS FOLLOWS:

CLASS 4150 - DIRECTOR OF PROPERTY	(\$1,513 BW)
CLASS 4144 - ASST. DIR. OF PROPERTY	(\$1,220 BW)
CLASS 4160 - RIGHT OF WAY AGENT	(\$ 952 BW)
CLASS 4110 - RENTAL PROPERTY SUPERVISOR	(\$ 870 BW)
CLASS 1446 - SR. CLERK-STENOGRAPHER	(\$ 460 BW)

BASE BUDGET FUNDS SALARIES IN THE AMOUNT OF \$94,359. AT THIS LEVEL OF FUNDING THE DEPARTMENT WILL HAVE TO DROP OUR CLASS 1446 SENIOR CLERK-STENOGRAPHER FOR 26.1 PAY PERIODS (FULL YEAR) AND OUR CLASS 4140 RIGHT OF WAY AGENT FOR 26.1 PAY PERIODS (FULL YEAR). THIS LOSS OF 2 EMPLOYEES OF A TOTAL OF 5 EMPLOYEES RESULTS IN A 40% REDUCTION IN STAFF. SINCE OUR 4140 RIGHT OF WAY AGENT IS ASSIGNED THOSE PROJECTS FOR WHICH NO INTERDEPARTMENTAL WORK ORDERS ARE RECEIVED, HIS LOSS WOULD RESULT IN OUR NOT BEING ABLE TO PERFORM VARIOUS ASSIGNMENTS AND PROJECTS REQUESTED BY THE MAYOR'S OFFICE, THE BOARD OF SUPERVISORS AND THE CHIEF ADMINISTRATIVE OFFICER, AMONG OTHERS. SUCH ASSIGNMENTS AND PROJECTS CONSIST OF APPRAISALS, SPACE AND SPACE ALLOCATION STUDIES, SITE SELECTION AND LEASING, JURISDICTIONAL TRANSFERS, THE MIX VARIES ON THESE VARIOUS PROJECTS, BUT DURING AN AVERAGE YEAR THEY TOTAL SOME 40 IN NUMBER. THUS THE BASE BUDGET FUNDING WOULD ELIMINATE THE PERFORMANCE OF SOME 40 PROJECTS. IN ADDITION, THE LOSS OF OUR 1446 SENIOR CLERK-STENOGRAPHER WOULD MEAN THAT OUR ASST. DIRECTOR OF PROPERTY WOULD BE WITHOUT A SECRETARY. THE RESULT THEREFROM WOULD BE A CONSIDERABLE DROP IN OUR OUTPUT OF THE REQUIRED DOCUMENTS AND SERVICES INVOLVED WITH THE ASST. DIRECTOR'S DUTIES, AND THE BURDEN OF THOSE DUTIES NORMALLY PERFORMED BY THE ASST. DIRECTOR'S SECRETARY WOULD FALL UPON THE SECRETARY TO THE DIRECTOR OF PROPERTY.

THE FIRST INCREMENT ADD-ON WOULD MAKE \$99,854 AVAILABLE FOR THE SALARIES OF THE BUDGETED PERSONNEL. THIS IS A DOLLAR INCREASE OF ONLY SOME \$5,500, AND WE WOULD BE ABLE TO ADD THE SERVICES OF THE CLASS 4140 RIGHT OF WAY AGENT FOR ONLY 56 WORKING DAYS OR 5.6 PAY PERIODS. FOR THE ENTIRE FISCAL YEAR, THEN, WE WOULD BE WITHOUT THE SERVICES OF THE CLASS 4140 RIGHT OF WAY AGENT FOR 78% OF THE TIME AND WITHOUT THE SERVICES OF CLASS 1446, SENIOR CLERK STENO FOR 100% OF THE TIME. THE SMALL INCREASE IN THE SERVICES OF THE RIGHT OF WAY AGENT WOULD PERMIT US TO PERFORM ABOUT 20% OF THE NON-FUNDED ASSIGNMENTS AND PROJECTS ENUMERATED ABOVE, OR SOME 8 IN NUMBER.

THE SECOND INCREMENT ADD-ON (\$104,178) WOULD INCREASE THE AMOUNT AVAILABLE FOR SALARIES BY SOME \$4,300. AT THIS LEVEL OF FUNDING WE WOULD BE ABLE TO HAVE SERVICES OF THE RIGHT OF WAY AGENT FOR 104 WORKING DAYS OR 10.4 PAY PERIODS. FOR THE ENTIRE FISCAL YEAR, WE WOULD BE WITHOUT THE SERVICES OF THE CLASS 4140 RIGHT OF WAY AGENT FOR 60% OF THE TIME AND WITHOUT THE SERVICES OF CLASS 1446, SENIOR CLERK STENO FOR 100% OF THE TIME. THIS SMALL INCREASE IN THE SERVICES OF THE RIGHT OF WAY AGENT WOULD PERMIT US TO PERFORM ABOUT 40% OF THE NON-FUNDED ASSIGNMENTS AND PROJECTS ENUMERATED ABOVE, OR SOME 16 IN NUMBER.

THE THIRD INCREMENT ADD-ON (\$107,589) WOULD INCREASE THE AMOUNT AVAILABLE FOR SALARIES BY SOME \$3,400. AT THIS LEVEL OF FUNDING WE WOULD BE ABLE TO HAVE SERVICES OF THE RIGHT OF WAY AGENT FOR 140 WORKING DAYS OR 14.0 PAY PERIODS. FOR THE ENTIRE FISCAL YEAR WE WOULD BE WITHOUT THE SERVICES OF THE CLASS 4140 RIGHT OF WAY AGENT FOR 45% OF THE TIME AND WITHOUT THE SERVICES OF CLASS 1446, SENIOR CLERK STENO FOR 100% OF THE TIME. THIS SMALL INCREASE IN THE SERVICES OF THE RIGHT OF WAY

CITY & COUNTY OF SAN FRANCISCO
BUDGET EXPLANATIONS

FISCAL YEAR

REAL ESTATE DEPARTMENT

DEPARTMENT: BOARD OF COMMISSIONERS

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AGENT WOULD PERMIT US TO PERFORM ABOUT 54% OF THE NON-FUNDED ASSIGNMENTS AND PROJECTS ENUMERATED ABOVE, OR SOME 22 IN NUMBER.

IF ADDITIONAL FUNDING ABOVE THE THIRD INCREMENT WAS AVAILABLE TO BRING THE SALARIES DOLLAR AMOUNT EQUAL WITH FISCAL 1978-79 FUNDING, WE WOULD STILL BE WITHOUT THE SERVICES OF THE CLASS 4140 RIGHT OF WAY AGENT FOR 61 WORKING DAYS OR 6.1 PAY PERIODS AND WITHOUT THE SERVICES OF THE CLASS 1446, SENIOR CLERK STENO FOR THE ENTIRE FISCAL YEAR. THIS LEVEL OF FUNDING WOULD PERMIT US TO PERFORM ABOUT 75% OF THE NON-FUNDED ASSIGNMENTS ENUMERATED ABOVE, OR SOME 30 IN NUMBER.

002 - RETIREMENT CITY: COMPUTED ON BASIS OF PORTION OF BUDGETED STAFF (5 EMPLOYEES) THAT CAN BE FUNDED AT BASE BUDGET LEVEL AND THREE ADD-ONS. ALL 5 BUDGETED EMPLOYEES ARE AT OLD RATE - THAT IS, 20.05%.

003 - SOCIAL SECURITY: COMPUTED ON BASIS OF PORTION OF BUDGETED STAFF (5 EMPLOYEES) THAT CAN BE FUNDED AT BASE BUDGET LEVEL AND THREE ADD-ONS.

CLASS 4150 (193.40 JULY-DEC + 120.33 JAN-JUNE)	\$1,404
CLASS 4144 (427.81 JULY-DEC + 975.98 JAN-JUNE)	\$1,404
CLASS 4110 (693.97 JULY-DEC + 693.97 JAN-JUNE)	\$1,392
TOTAL BASE	\$4,200

FIRST INCREMENT: ADD CLASS 4140
FOR 56 DAYS (163.00 JULY-DEC + 163.00 JAN-JUNE)

326

TOTAL FIRST INCREMENT

\$4,526

SECOND INCREMENT: ADD CLASS 4140

FOR 104 DAYS (304.00 JULY-DEC + 304.00 JAN-JUNE)

606

TOTAL SECOND INCREMENT

\$4,808

THIRD INCREMENT: ADD CLASS 4140

FOR 140 DAYS (409.00 JULY-DEC + 409.00 JAN-JUNE)

818

TOTAL THIRD INCREMENT

\$5,018

004 - HEALTH SERVICE SYSTEM: COMPUTED ON BASIS OF PORTION OF BUDGETED STAFF (5 EMPLOYEES) THAT CAN BE FUNDED AT BASE BUDGET LEVEL AND THREE ADD-ONS.

BASE BUDGET: \$36.99 x 12 x 3 EMPLOYEES	= \$1,332
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FIRST INCREMENT: \$36.99 x 12 x 3.5	EMPLOYEES = \$1,554
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SECOND INCREMENT: \$36.99 x 12 x 4	EMPLOYEES = \$1,776
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THIRD INCREMENT: \$36.99 x 12 x 4	EMPLOYEES = \$1,776
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005 - UNEMPLOYMENT INSURANCE: COMPUTED ON BASIS OF 0.4% OF AMOUNT AVAILABLE FOR SALARIES AT BASE BUDGET LEVEL AND THREE ADD-ONS.

BASE BUDGET: \$ 94,359 x 0.4% = \$375

FIRST INCREMENT: \$ 99,854 x 0.4% = \$397

SECOND INCREMENT: \$104,178 x 0.4% = \$416
--

THIRD INCREMENT: \$107,589 x 0.4% = \$430

006 - UNEMPLOYMENT INSURANCE - ADMINISTRATION: COMPUTED AT \$2.00 PER POSITION FOR ALL 5 POSITIONS. 2.00 x 5 = \$10.00.

007 - OFFICE EQUIPMENT MAINTENANCE: FOR MAINTENANCE OF DEPARTMENT'S 4 ELECTRIC TYPEWRITERS AND 1 ADDING MACHINE AND 1 ELECTRONIC CALCULATOR. SERVICE CONTRACTS ARE PURCHASED TO COVER THESE MACHINES. WITHOUT SERVICE CONTRACTS, ONE OR TWO SERVICE CALLS WILL EQUAL OR EXCEED THE COST OF THE CONTRACT.

008 - ELECTRICITY, HEAT AND WATER: CHARGES SET BY CONTROLLER. FY 1978-79 AMOUNT WAS USED IN ABSENCE OF AN INSTRUCTIONS FROM THE CONTROLLER TO THE CONTRARY.

CITY & COUNTY OF SAN FRANCISCO
BUDGET EXPLANATIONS

FISCAL YEAR

REAL ESTATE DEPARTMENT
Department, Board, or Commission

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- 009 - TELEPHONE: AMOUNT IS EQUAL TO FY 1978-79. DEPARTMENT BELIEVES CLOSE CONTROL OF TELEPHONE USAGE CAN KEEP COST DOWN.

AVERAGE COST (JULY-DEC. 1978) \$340.00/MO.
LESS: CHARGES AGAINST CERTAIN INTERDEPARTMENTAL WORK ORDERS 100.00/MO.
\$240.00/MO.

- 010 - OTHER CURRENT EXPENSES: \$240 x 12 = \$2,880

POSTAGE -- \$200
READEX -- 230
MARSHALL
VALUATION -- 75
\$505

MARSHALL VALUATION SERVICE AND READEX (REALTY INDEX) SERVICES ARE VITAL PUBLICATIONS FOR REAL ESTATE OPERATIONS. MARSHALL VALUATION PROVIDES A CONSTANT UPDATE ON ALL PROPERTY VALUATION IN THE AREA. READEX PROVIDES AN ANNUAL LISTING OF ALL PROPERTY IN THE CITY BY ADDRESS, OWNER, BLOCK & LOT, ASSESSED VALUATION, TYPE OF STRUCTURE, ETC. WITH QUARTERLY UPDATE SUPPLEMENTS.

- 011 - TIRES AND LUBRICANTS ARE FOR THE OPERATION OF THE DEPARTMENT'S ONE CITY-OWNED VEHICLE (\$157).

- 012 - OTHERS - \$363 IS FOR MISCELLANEOUS OFFICE SUPPLIES.

- 013 - TAXES - \$18,136 IS FOR POSSESSORY INTEREST TAX, MIDTOWN PARK APARTMENTS. CITY'S OBLIGATION BY TERMS OF LEASE. AMOUNT SPECIFIED TO US BY ASSESSOR.

- 014 - PROPERTY RENT - \$285,000 IS ACTUALLY FOR REDEMPTION OF BONDS, CIVIC CENTER PLAZA GARAGE. THE REQUIRED AMOUNT IS \$23,750 PER MONTH. THIS IS A FIXED OBLIGATION.

- 015 - REAL ESTATE SERVICE - \$4,452 IS FOR THE SERVICES OF THE REAL ESTATE DEPARTMENT RELATIVE TO MIDTOWN PARK APARTMENTS (\$2,452) AND MAINTENANCE BY THE DEPARTMENT OF CITY REAL PROPERTY RECORDS (\$2,000).

A. THE MIDTOWN PARK APARTMENTS LEASE REQUIRES THAT:

1. MAXIMUM FAMILY INCOME LEVEL SHALL BE REVIEWED BY THE DIRECTOR OF PROPERTY FROM TIME TO TIME.
2. THE MANAGER IS SUBJECT TO THE APPROVAL OF THE DIRECTOR OF PROPERTY.
3. ALL EXPENDITURES BY THE MANAGER ARE SUBJECT TO APPROVAL OF DIRECTOR OF PROPERTY.
4. MAINTENANCE AND JANITORIAL SERVICES MUST CONFORM WITH REASONABLE DIRECTION OF THE DIRECTOR OF PROPERTY AS TO FREQUENCY AND QUALITY.

B. MAINTENANCE OF CITY REAL PROPERTY RECORDS IS A CHARTER-STATED RESPONSIBILITY OF THE REAL ESTATE DEPARTMENT. THESE RECORDS ARE MAINTAINED BY OUR CIVIL DRAFTSMAN AS PART OF HIS ASSIGNED DUTIES. THESE FUNDS PAY APPROXIMATELY 16% OF HIS SALARY, ALTHOUGH WE ESTIMATE THAT APPROXIMATELY 50% OF HIS TIME IS SPENT ON THESE RECORDS.

- 016 - AUTO MAINTENANCE - \$485 FOR MAINTENANCE OF THE DEPARTMENT'S ONE CITY-OWNED VEHICLE.

- 017 - PRINTING REPRODUCTION - \$606 REPRESENTS FUNDS TO THE PURCHASER FOR REPRODUCTION CHARGES. DUE TO PRIORITY OF FUND USE UNDER 1979-80 BUDGET RESTRICTION, WE HAVE HAD TO REDUCE OUR REPRODUCTION MONEY BY 50%. THIS WILL BE A VERY DIFFICULT ADJUSTMENT FOR THE DEPARTMENT, SINCE

BUDGET EXPLANATIONS

FISCAL YEAR

REAL ESTATE DEPARTMENT

DEPARTMENT BOARD OF COMMISSION

1979-1980

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LEASES, APPRAISAL REPORTS, AND OTHER DOCUMENTS MUST IN MANY CASES BE LIBERALLY DISTRIBUTED AND MANY COPIES ARE SOMETIMES REQUIRED.

018 - REVENUE TRANSFER (TO 500) - \$15,750 IS FOR OBTAINING THE SERVICES OF THE DEPARTMENT OF PUBLIC WORKS (VIA INTER-DEPARTMENTAL WORK ORDER) TO MAINTAIN CITY-OWNED PROPERTIES HALLIDIE PLAZA, FIFTH AND MARKET STREETS, 7TH AND HARRISON PARKING LOT, AND WISCONSIN HOUSING SITE AT 23RD, AND WISCONSIN PERIODIC CLEANING AND DEBRIS REMOVAL ARE REQUIRED AT THESE LOCATIONS, AND THE FIRST TWO LOCATIONS REQUIRE PLANT AND TREE MAINTENANCE.

019 THE REAL ESTATE DEPARTMENT HAS 34 POSITIONS. FIVE OF THESE POSITIONS ARE BUDGETED POSITIONS (AD VALOREM) AND 29 POSITIONS ARE INTERDEPARTMENTAL POSITIONS FUNDED BY WORK ORDERS FROM CITY DEPARTMENTS REQUIRING THE SERVICES OF THE REAL ESTATE DEPARTMENT. ITEMS 019 THROUGH 035 REPRESENT THE WORK ORDER BUDGET AND THE WORK ORDER OVERHEAD BUDGET WHICH MUST BE ESTABLISHED UNDER FAMIS AT THE COMMENCEMENT OF EACH FISCAL YEAR. THE WORK ORDER BUDGET AND WORK ORDER OVERHEAD BUDGET MUST SET UP THE FRAMEWORK AGAINST WHICH WORK ORDER OPERATIONS AND THEIR CONSEQUENTIAL CHARGES CAN BE MADE. IT IS THEREFORE ONLY POSSIBLE TO ESTABLISH A THEORETICAL OR THE FRAMEWORK WHICH MUST ENCOMPASS THE HIGHEST POSSIBILITY OF OPERATION FOR THE YEAR. THIS PROVISION MUST BE MADE FOR A FULL YEAR. START (ALL WORK ORDER POSITIONS FILLED) AS WELL AS FOR ALL EXPENDITURES ANTICIPATED FOR THE YEAR. FOR THIS REASON, WORK ORDER BUDGET AND WORK ORDER OVERHEAD BUDGET CANNOT BE SEPARATED INTO THE BASE BUDGET AND INCREMENT STEPS. FUNDING BY CITY DEPARTMENTS FOR THE FISCAL YEAR CANNOT BE ANTICIPATED. IN ADDITION, FUNDS MAY BE GIVEN TO US BY DEPARTMENTS WHO HAVE NOT IN THE PAST USED OUR SERVICES. IF OPTIMUM

WORK ORDER BUDGET AND WORK ORDER OVERHEAD BUDGET ARE NOT ESTABLISHED AT THE OUTSET, THEN AN EXTREMELY LARGE NUMBER OF JOURNAL ENTRIES WOULD HAVE TO BE CONSTANTLY PREPARED THROUGHOUT THE FISCAL YEAR TO BRING THE DOLLAR AMOUNTS OF THE VARIOUS EXPENDITURE ITEMS UP TO THE LEVEL OF FUNDING AND/OR EXPENDITURE, SINCE THE AMOUNT OF FUNDS RECEIVED WITH WHICH TO OPERATE, AND THEIR PARALLEL EXPENDITURES CANNOT EXCEED THE AMOUNTS ESTABLISHED INITIALLY IN THE FRAMEWORK OF THE WORK ORDER AND WORK ORDER OVERHEAD BUDGETS. THIS PROCEDURE WAS ESTABLISHED IN THE 1978-79 BUDGET UPON THE CHANGEOVER TO FAMIS, UNDER INSTRUCTION FROM FAMIS STAFF, JULY-DECEMBER 1978. EXPERIENCE HAS INDICATED THE VERACITY OF THIS PROCEDURE IN THAT WORK ORDER FUNDING APPEARS TO INDICATE AN ANNUAL AMOUNT EQUAL TO THE WORK ORDER BUDGET AND WORK ORDER OVERHEAD BUDGET ESTABLISHED JULY 1, 1978. THAT IS, FUNDING AT THE LEVEL REQUIRED FOR FULL OPERATION.

036 - TAXES - POSSESSORY INTEREST TAXES AS FOLLOWS:

JAPANESE CULTURAL CENTER	\$ 12,282
GARAGE:	
GOLDEN GATEWAY GARAGE:	43,817
	\$ 56,099

THE DEPARTMENT IS REQUIRED TO PROVIDE FUNDS FOR THE PAYMENT OF POSSESSORY INTEREST TAXES ON THE TWO ENUMERATED GARAGES. THE AMOUNTS ARE PROVIDED BY THE CITY ASSESSOR. THESE FUNDS ARE A "TRANSFER IN" ITEM TO REAL ESTATE FROM OFF-STREET PARKING FUND.

CITY & COUNTY OF SAN FRANCISCO

BUDGET EXPLANATIONS

FISCAL YEAR

REAL ESTATE DEPARTMENT
Department, Board, or Commission

1979-1980

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FUND	FUND	DEPT	DIV	SEC
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037 - SCHOOL DEPOSITS FOR MO - THE SFUSD, NOT BEING
IN THE CITY'S ACCOUNTING SYSTEM, MUST PAY FOR
REAL ESTATE DEPT. SERVICES BY CHECK RATHER
THAN INTERDEPARTMENTAL WORK ORDER. IN ORDER
TO DEPOSIT AND USE SUCH FUNDS, A SEPARATE
FUND WAS ESTABLISHED. FUNDING FOR FY 1979-80
IS ANTICIPATED AT \$6,000 PER QUARTER.

WORK PROGRAM SUMMARY

REAL ESTATE (CIVIC AUD.-BROOKS HALL)

DEPARTMENT, BOARD OR COMMISSION

*TOTAL LESS NON-BUDGETED REVENUES.

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	1978-79	#	88%	#	92%	#	1979-80	95%	#	TOTAL
<u>PROGRAM OF FUNCTION</u>	<u>APPROVED</u>	<u>POS.</u>	<u>BASE</u>	<u>POS.</u>	<u>FIRST ADD-ON</u>	<u>POS.</u>	<u>SECOND ADD-ON</u>	<u>POS.</u>	<u>THIRD ADD-ON</u>	<u>POS.</u>
A. Rental-Concession Revenue	\$ 612,000	15						25	\$ 888,904	25
B.										
C.										
D.										
E.										
F.										
G. Administration										
H. Unallocated Costs										
I. Equip/Cap. Outlay										
GROSS BUDGET*	\$ 612,000	15	\$ 882,502	25	\$ 883,512	25	\$ 884,269	25	\$ 888,904	25
<u>REVENUE</u>										
Ad Valorem	(18,000)		328,102		303912		254,269		218,904	
State Subventions										
State Grants										
Fees and Charges										
Other Revenues	630,000		554,400		579,600		630,000		670,000	
TOTAL REVENUE	\$ 630,000		\$ 554,400		\$ 579,600		\$ 630,000		\$ 888,904	
<u>EXPENDITURE DETAIL</u>										
A. Permanent Salaries	\$ 209,252								\$ 413,168	
B. Other Personnel Costs	68,700								103,805	
C. Mandatory Fringe Benefits	69,852								134,540	
D. Direct Service Contracts	2,400								600	
E. Operating Expense	261,796								236,791	
F. Equip/Cap. Outlay										
GROSS BUDGET*	\$ 612,000		\$ 882,502		\$ 883,512		\$ 884,269		\$ 888,904	
G. Less Salary Savings										
H. ACTUAL BUDGET	\$ 612,000		\$ 882,502		\$ 883,512		\$ 884,269		888,904	
I. Permanent Employments	15		25						25	
J. IDMO Employments										
K. Grant Funded Empl.	4		1						1	
L. Other Employments										

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WORK PROGRAM DETAIL

Name of Program or Function	CLVTC	AUDITORIUM-DROOKS	INALL
CLVTC			
AUDITORIUM-DROOKS			
INALL			

Program Description:

Lease facilities to conventions, trade shows and local groups;

Income from concessions, interest.

Program Outputs:

Unit

	Total Revenue
A. Rentals	
B. Concession, misc.	
C.	
D. Days of occupancy, Brooks, Civic Aud.	
E.	

\$380990	\$518500	\$590000
90539	11500	80000
471529	\$554400	670000
474	\$579600	\$630000
	509	517

II. EXPENDITURE DETAIL

A. Permanent Salaries	\$1,250.97	\$2,000.00	10380.05
B. Other Personnel Costs	66,339	687,100	13450.00
C. Mandatory Fringe Benefits	6,005.52	6,985.52	6,000
D. Direct Service Contracts	2160		204890
E. Operating Expenses		170846	180348

III. EMPLOYMENT DETAIL.

A. Permanent Employment	13	13	23
B. IDMO Funded Employment	0	0	0
C. Grant Funded Employment	4	4	1
D. Other Temporary Employment			
E. Full-Time Employees In Funded Positions	As Needed	As Needed	As Needed
F. Part-Time Employees In Funded Positions	19	19	26
TOTAL			

BUDGET EXPLANATIONS

FISCAL YEAR

Page A

CIVIC AUDITORIUM - BROOKS HALL

DEPARTMENT: BOARD OF COMMISSIONERS

1978-79

BUDGET EXPLANATION NARRATIVE

A) FACTORS OF SIGNIFICANCE:

In addition to the revenues reflected in our budget, the Civic Auditorium-Brooks Hall Convention Facilities are a vital factor in producing tourist revenues for the community.

For FY 1979-80, we have already booked 24 conventions and trade shows which will be attended by 203,500 people and excluding move-in or move-out days, will occupy our facilities for 96 show days. The San Francisco Convention and Visitors Bureau estimates each out-of-towner attending these events stays an average of four days and spends at least \$80 per day while here. The majority of this money will be spent in hotels and restaurants with the balance spent on taxis, clothing, novelties, etc.

The associations who stage these shows employ teamsters, decorators, carpenters, electricians, stage hands, audiovisual technicians and security police. The overall impact of the revenues generated plus the employment created is very significant to the business community and to the employment of unskilled and semi-skilled people in the area.

Another factor which is not reflected in our budget is the parking revenue generated by those attending events at our facilities. Total attendance at all events for FY 1979-80 is estimated at 655,000. The parking revenue generated therefrom would certainly, if credited to us, put our operation on a profitable basis. (Almost without exception throughout the United States, those facilities which have parking facilities show a profit while those who do not have parking need subsidies.)

The parking revenues generated by our facilities have greatly helped the City-owned and private parking garages and lots in the Civic Center Area, especially on weekends, holidays and evenings when there would ordinarily be little business.

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FUND	FUND	DEPT	DIV	SEC
GROUP				

B) BUDGETARY CONSIDERATIONS:

1. Included in our 1979-80 Budget are ten new positions. These are mainly craft type positions formerly budgeted by the Bureau of Building Repairs, DPW, and assigned full-time to Civic Aud.-Brooks Hall. We are also budgeting for the first time a workorder for building maintenance items formerly in DPW's budget. Total added cost to our budget is:

10 New Positions	\$279,693
(Incl. O.T., Vac. Rel., MFB)	55,803
Bldg. Maint. W/O	\$335,536
Less W/O DPW for Engineers	90,000
Net Added Cost	\$245,536

2. Loss of Personnel - 1978-79

In August of 1978, we lost 4 CETA Custodians due to firing of Permanent Custodians after Prop. 13. We have had to request supplemental funds for 1978-79 in amount of \$13,900 to complete the year, and we are increasing our 1978-79 request for Temporary Salary funds by \$10,000.

3. Revenues

On July 1, 1978, commercial rates were raised 30% and Convention Rates 12%. As a result, we estimate our total revenue, based on 1979-80 booking schedules will be \$670,000.

4. Effect of percentage increments on our Operation:

Our main revenue sources are rentals of facilities and concession income, with 1979-80 estimated at \$590,000 Rental income and \$60,000 Concessions, for a total of \$670,000. Our base expenditures as per 1978-79 final budget for 1979-80 is \$612,000. To each increment for 1979-80, \$245,536 must be added to cover cost of 10 new employees and related Building Maintenance costs formerly budgeted by DPW. A breakdown of increments so computed is contained in Schedule "A" attached.

CITY & COUNTY OF SAN FRANCISCO
BUDGET EXPLANATIONS
CIVIC AUDITORIUM - BROOKS HALL
EXPLANATION, SOURCE, OR COMMISSIONFISCAL YEAR
1979-80

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FUND	FUND	DEPT	DIV	SEC
GROUP				

SCHEDULE A

Increments	Base	Total of Percent of Base	Fixed Cost Added From DFW	Total Expend.	Projected Income	Ad Valorem	Impossible
83%	\$612,000	\$507,960	\$245,536	\$753,495			Impossible
88%	612,000	538,560	245,336	784,096	\$509,000	\$284,096	Cancel 16 Shows 9 Mos. Oper.
92%	612,000	563,040	245,536	808,576	556,000	252,576	Cancel 10 Shows 10 Mos. Oper.
95%	612,000	581,400	245,536	826,936	589,000	237,936	Cancel 6 Shows 11 Mos. Oper.
105%	612,000	643,368	245,536	888,904	670,000	218,904	Full Capacity 12 Mos.

BUDGET EXPLANATIONS

FISCAL YEAR

CIVIC AUDITORIUM - BROOKS HALL

DEPARTMENT, BOARD, OR COMMISSION

1979-80

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FUND	FUND	DEPT	DIV	SEC
GROUP				

B) BUDGETARY CONSIDERATIONS: (Continued)

The theory of incremental budgeting is sound generally, but not applicable to all operations. All of our rental income is based on bookings through the Convention Bureau or through the Manager of the facilities. All future bookings are confirmed by the facilities Manager. Any cancellation of a future booking can be made only in case the Director of Property finds it necessary to use the space for other purposes or if the space were destroyed by fire, damage, or any other cause.

In the case of conventions and trade shows, a cancellation would involve hotel reservations and other contractual obligations of the show. Legal actions arising out of such cancellations, even if successfully defended would cost more in attorney's fees than the savings involved, and would do San Francisco irreparable harm throughout the convention industry.

The ad valorem cost to the City of operating the facilities is less at full occupancy than it is at reduced occupancy. Any curtailment of expenditures will inevitably reduce revenues by more than the expenditures saved.

Whatever cutbacks are made, our office staff of three employees could not be reduced. This staff consists of the Manager, the Assistant Manager and the Senior Clerk Steno. This staff would be necessary at all times for bookings, consultation with various shows and for general contact with the public.

Our janitorial staff, consisting of 2 - Custodian Asst. Foremen and 10 - Custodians could only be reduced if shows are cancelled.

The same applies to our 10 craft employees, consisting of 1 Building Superintendent, 1 Senior Stationary Engineer, 3 Stationary Engineers, 1 Carpenter, 1 Electrician, 2 Watchmen and 1 Patrolman. Seven of these employees are needed to maintain the facilities. The Senior Stationary Engineer and 2 Stationary Engineers are assigned

to service events, and unless events were cancelled could not be reduced without cancellation of events.

C) OUTSIDE CONTRACT - JANITORIAL

It has been suggested by the Mayor's Office that the janitorial services at Civic Auditorium-Brooks Hall might be performed better and cheaper by outside contractors than by our in-house staff. The management of Civic Auditorium-Brooks Hall does not believe this to be true.

Our present staff consists of two Assistant-Supervisor Custodians and ten Custodians plus temporary custodians, as needed. The tasks performed by this staff consist of all clean-up before, during, and after shows plus set-up and removal of chairs, tables, lecterns and riser stages in the facilities. This staff performs both janitorial and labor work. Outside janitors do not perform labor work which would require a separate crew. Work shifts in a seven-day period often vary as to time, depending on show needs, four or five times, with shifts starting at 6:00 A.M., 8:00 A.M., Midnight, or 6:00 P.M. Weekend and Holiday work is the rule rather than the exception at our facilities. We have been able to use our trained temporary help on weekends and holidays to avoid overtime. This would not be possible with contract janitors or laborers.

Since we do not have the time or personnel to conduct a study to determine what it would cost to hire contract janitors and laborers to perform these duties, we are unable to compare present costs vs. outside contract costs. We understand that the hourly rate for janitors on the outside is higher than the rate for City janitors.

In order to establish the practice of other facilities, in September of 1978 I mailed a questionnaire to 21 facilities in the following cities: Long Beach, Oakland Coliseum, San Jose, Sacramento, Anaheim, Las Vegas, Los Angeles Conv. Center, San Diego, Great Western Exhibitors of Commerce, California, Marin County, Reno, Oakland, Fort Worth, Seattle, Cow Palace, Phoenix, Oakland Auditorium, Tucson, Fresno, San Mateo Fairgrounds, and Portland.

Question 1: Are janitorial and labor setups at your facility performed by in-house personnel?

Answer 1: Yes 20 No 1

CITY & COUNTY OF SAN FRANCISCO

BUDGET EXPLANATIONS

FISCAL YEAR

01 001 71 02 00

FUND

FUND

DEPT

DIV

SEC

GROUP

CIVIC AUDITORIUM - BROOKS HALL

DEPARTMENT, BOARD, OR COMMISSION

1979-80

Question 2: Have you in the past used outside contractors to perform such duties?

Answer 2: Yes 8 No 13

Long Beach was the only responding facility using outside contract and, according to their manager, as soon as the present contract is up, they are going back to in-house service. The answers to question 2 indicate that 7 of the eight facilities, in addition to Long Beach, tried outside contract service and then returned to in-house service. The major general reasons for discarding contract service were:

1. Contractors are unresponsive, undependable, costly and non-performing.
2. Contractors tend to supply unskilled off-the-street personnel requiring excessive in-house supervision and training.
3. A resultant constant and excessive turnover in personnel, both in janitorial and supervisory categories.
4. Contractors do not respond adequately to last minute changes required during most events, and are not able to meet the flexible schedules required in facilities.
5. Contractors tend to bid low initially and do not maintain acceptable standards.

Since 100% of the facilities contacted now favor in-house service, it would appear that for our type facility it would be unwise and probably costly to consider outside contract. Detailed responses to the questionnaire are available at our office.

CITY & COUNTY OF SAN FRANCISCO
BUDGET EXPLANATIONS

FISCAL YEAR

Page 1

REAL ESTATE: CIVIC AUDITORIUM-BROOKS HALL

DEPARTMENT: BOARD, ON COMMISSION

1979-80

1. S.O. 10 REGULAR MISC. - \$413,168

1446 Sen. Clk. Steno (1) 26.1 x 460 \$ 12,006
4130 Conv. Fac. Asst. Mgr. (1) 26.1 x 870 22,707
4132 " " Mgr. (1) 26.1 x 1141 29,780
2708 Custodian (10) 26.1 x 486 (P) 126,846
2716 Custodian-Asst Sup. (2) 26.1 x 533 (P) 27,823

Total 15 Positions-Same No. as FY 78-79 \$219,162

7120 Bldg & Grds Maint. Supt. (1) 26.1 x 1062 27,718
7335 Sen. Stat. Engineer (1) 26.2 x 830 (P) 23,347
7334 Sta. Engineers (3) 26.2 x 738 (P) 62,358

(Note: 7334 & 7335 Classes Premium pay 75% of time) Premium pay .0625 Hr. \$ 23,021
7344 Carpenter (1) 26.1 x 882 22,603
7345 Electrician (1) 26.1 x 886 11,175
8202 Watchman (1) 26.1 x 409 (P) 9,448
8202 Watchman (1) 26.1 x 362 (P) 14,336
8202 Bldg. & Grds. Patrolman (1) 26.1 x 557 (P) \$194,006

Total 10 New Positions Formerly Budgeted by DPW

Total 25 Positions

Of the 10 new positions from DPW, 3 positions (1 - 7335 and 2 - 7334) were paid by DPW from a \$90,000 Work Order in Civic Aud. Budget in FY 1978-79. Our budget will be increased by these positions; however, the increase to us will result in a corresponding decrease in DPW Budget, and our budget will now reflect a true picture of total expense to operate our facilities. Salary figures @ 26.1 payperiods represent an increase of 1 day over 26.0 in FY 78-79.

2. S.O. 100 OVERTIME - PERMANENT

4130 Asst. Mgr. - Holidays, Evenings and Weekends 5% Anticipated Raise \$ 3,415
2708 Custodians (10 positions) 261 Hrs. x \$8.49 x 10 \$ 22,159
2716 Custodian Asst. Sup. (2 positions) 420 Hrs. x \$9.34 x 2 7,846
5% Anticipated Wage Incr. 1,500

Total (same as last year) 13 Positions \$35,100

Overtime and Holiday Pay for 10 New Positions:

Class	HOURS		O.T. Rate	Total
	Reg. day	O.T.		
7120 B. & G. Maint. Supt.	(1) \$19.92	64	41	105 \$ 2,093
7335 Sen. Sta. Engr.	(1) 15.57	88	63	151 2,352
7334 Stat. Engr.	(3) 13.85	176	148	324 4,488
7344 Carpenter	(1) 16.55	64	121	185 3,062
7345 Electrician	(1) 16.28	64	156	220 3,583
8202 Watchman	(1) 6.14	32	11	43 265
8202 Watchman	(1) 5.12	--	12	62
8207 Patrolman	(1) 7.86	64	12	76 598
Total 10 Positions				\$16,503

Total O.T. 25 Positions

\$51,603

The foregoing schedules reflect the overtime hours required to man the facilities based on experience over the years. The facilities are open on an average of 11 holidays and 42-48 weekends during the year, and in addition must service day and evening performances at many events.

REAL ESTATE: CIVIC AUDITORIUM-BROOKS HALL

DEPARTMENT: BOARD ON COMMISSION

CITY & COUNTY OF SAN FRANCISCO

BUDGET EXPLANATIONS

FISCAL YEAR

01	001	07	02	00
FUND	FUND	DEPT	DIV	SEC
GROUP				

3. S.O. 200 REGULAR TIME - \$52,202

Temporary help is needed to supplement our permanent staff during large shows, and as vacation relief for craft personnel.

Experience indicates 7230 hours of custodial service will be required plus 1925 hours of C-101 Dressing Room Maids. Our need for temporary help has increased since we lost four CETA custodians in September of 1978, and we will have to request a supplemental appropriation of \$10,000 to complete the year.

2708 Custodian 7230 Hours x 4.83 Hr. \$34,921
Est. 5% Raise 1,746 \$ 36,667
C-101 Dressing Room Maids 1925 Hours x 3.43 Hr. 6,603
Est. 5% Raise 330 6,933 \$ 43,600

Vacation Relief Credits:

7120 B. & G. Maint Sup. (1) 160 Hrs @ 9.23\$1 476
7135 Sen. Strat. Engr. (1) 160 " @ 9.23 1,476
7134 Strat. Engrs. (3) 360 " @ 9.23 3,321
8202 Watchmen (1) 12 da. @ 40.90 da. 491
8202 Watchmen (1) 20 da. @ 36.20 da. 724
8207 B. & G. Patrol (1) 20 da. @ 55.70 1,114

Total \$ 52,202

4. S.O. 600 RETIREMENT CITY - \$94,911

Permanent Salaries \$43,168
Vac. Relief (Temp.) 8,602
O.T. 51,603

Total Subj. to Retirement \$473,373
x 20.05%
\$ 94,911

5. S.O. 606 SOCIAL SECURITY - \$26,589

Class	No.	Total Wages	7/1/79 - 1/1/80 -	Total
ESS			12/31/79 6/30/80	
1446	1	12,006	368	736
2708	10	150,180	4,603	9,206
2716	2	36,049	1,105	2,210
4130	1	26,307		1,588
7120	1	51,287		1,588
7335	3	26,510		4,283
7344	1	66,184		1,588
7345	1	27,053		1,588
8202	1	11,438	352	351
8202	1	9,510	292	703
8207	1	15,135	464	928
Total				\$26,589

6. S.O. 610 HEALTH SERVICE SYSTEM - \$11,097

Total ESS - 25 x 36.99 x 12 \$11,097
7. & 8. S.O. 620 - 621 UNEMPLOYMENT INSURANCE - \$1,943
Total Perm Wages \$ 43,168
Overtime 51,603
Vac. Relief 8,602
Admin. Cost 25 x \$2 \$1,893
Total \$1,943

9. S.O. 1206 TRAVEL EXPENSE - NONE 1979-80

10. S.O. 1219 OTHER EQUIPT. MAINTENANCE - \$7,600

Includes M & R of Pipe Organ, Electric Dimmer Board and Public Address System:
Pipe Organ \$ 600
Dimmer Board 2,000
P.A. System 5,000
Total \$ 7,600

BUDGET EXPLANATIONS

FUND 4320

FISCAL YEAR

REAL ESTATE: CIVIC AUDITORIUM-BROOKS HALL

DEPARTMENT: BOARD OF COMMISSIONERS

11. S.O. 1221 SCAVENGER - \$8,000

(Represents a 14 per cent increase due to new contract between City and Scavenger Company.)

12. S.O. 1231 ELEC. HEAT WATER - \$7,883

Sewer waste water charge
(Same as 78-79)

13. S.O. 1232 Telephone - \$4,000

(Same as 78-79)

14. S.O. 1236 PRINTING - \$100

(Same as 78-79)

15. S.O. 1272 OTHER EVENTS - \$26,105

To cover costs for stage carpenters, stagehands, and moving elevated seats. A breakdown is as follows:

Stage Carpenters	\$12,500
Stagehands	8,400
Move Elevated Seats	5,205
Total	\$26,105

The total cost of \$26,105 is a reduction of \$2,429 over the 1978-79 figure of \$28,534.

16. S.O. 1299 OTHER CURRENT EXPENSE \$2,200

Breakdown of expense as follows:

M. & K. Off. Equip.	100
Postage	400
Laundry	690
Window Washing	584
M. & K. Equipment	426
	\$2,200

17. S.O. OFFICE SUPPLIES - \$375

For stationery, tape, and miscellaneous supplies to operate office.

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FUND	FUND	DEPT	DIV	SEC
GROUP				

18. S.O. 1335 ELECTRICAL SUPPLIES - \$11,000

To replace lamps, tubes, switches and other electrical equipment. Our full-time electrician is responsible for re-lamping and maintenance and repair of all electrical components in our building. Amount requested reflects a \$700 increase over last year. The cost of all electrical items has increased every year, and supplemental funds may be needed to complete 1979-80 FY.

19. S.O. 1350 BUILDING MAINT. - \$5,000

Funds for soap, brooms, mops, sealer, waxes and related items to clean facilities. Amount requested is same as FY 1978-79.

20. S.O. 1355 HOUSEHOLD SUPPLIES - \$5,000

For paper towels, toilet tissue and soap for restrooms at facilities. Requested figure is same as FY 1978-79.

21. S.O. 1391 FUELS & LUBRICANTS - \$500

Gas & oil for three forklifts and butane for power scrubber. Amount requested is same as FY 1978-79.

22. S.O. 1399 OTHER M. & S. EXPENSE - \$925

Hardware & Abrasives	\$650
Flags	275

Total. \$925

23. S.O. 1408 INSURANCE - \$16,500

For liability and property damage insurance 1978-79 \$15,000 plus 10% increase per Purchasing Dept.

24. S.O. 3100 AUTO MAINT. - \$950

To maintain and repair automotive equipment.
3 Forklifts, 1 Power Scrubber, 1 Power Vacuum,
2 Floor Sanders

Same as 1978-79

1453

FORM 4430
D

REAL ESTATE: CIVIC AUDITORIUM-BROOKS TALL

BUDGET EXPLANATIONS

FISCAL YEAR

DEPARTMENT, BOARD, OR COMMISSION

01	001	71	02	00
FUND	FUND	DEPT	DIV	SEC
GROUP				

Page 4

25. S.O. 3202 ENGINEERING - \$55,843

In 1978-79, we budgeted \$90,000 for a DFM Work Order to defray cost of 1 Senior and 2 Stationary Engineers plus overhead. Since we will now be hiring this personnel, the \$90,000 work order is not necessary. The amount requested is to provide the following services and materials budgeted 1978-79 by DFM, but not included in DFM Budget for 1979-80.

M. & R. - Elevators & Escalators	\$ 38,859
Contract with Westinghouse	
Escalator Cleaning Contract	
with Marconi Enterprises	
(4 per yr.)	1,140
M. & R. Fire Alarm Syst.	
Contract with AUT	4,304
Air Conditioning Supplies	4,000
Miscellaneous Equipmt. & Parts	7,500
	<u>\$ 55,843</u>

26. S.O. 3300 LIGHT, HEAT & POWER - \$85,410

Per estimate of 1979-80 requirements furnished by Bureau of L.H. & P. Represents raise of \$1,692 over 1978-79.

27. S.O. 3500 PRINTING - REPRODUCTION \$100

For printing of monthly schedules plus various xerox services.

Same as 1978-79

WORK PROGRAM SUMMARY

COUNTY AGRICULTURE - WEIGHTS AND MEASURES
DEPARTMENT, BOARD OR COMMISSION

*TOTAL LESS NON-BUDGETED REVENUES.
COUNTY AGRICULTURE-WEIGHTS AND MEASURES
CONSOLIDATED FOR 1979-1980

Page 1

	1978-79		1979-80							
<u>PROGRAM OF FUNCTION</u>	<u>APPROVED</u>	<u>#</u>	<u>BASE</u>	<u>#</u>	<u>FIRST ADD-ON</u>	<u>#</u>	<u>SECOND ADD-ON</u>	<u>#</u>	<u>THIRD ADD-ON</u>	<u>#</u>
A.*Agricultural Inspection & Weights & Measures Inspection	183887	8	258977	14	276384	14	297214	14	297214	14
C.										
D.*1979-80 figures are consolidated										
E. 1978-79 figures-Agricultural Inspection only										
G. Administration										
H. Unallocated Costs										
I. Equip/Cap. Outlay										
GROSS BUDGET*	183887	8	258977	14	276384	14	297214	14	297214	14
<u>REVENUE</u>										
Ad Valorem	133812		210798		228205		249035		249035	
State Subventions	30025		43529		43529		43529		43529	
State Grants	-		-		-		-		-	
Fees and Charges	20050		4650		4650		4650		4650	
Other Revenues	-		-		-		-		-	
TOTAL REVENUE	183887		258977		276384		297214		297214	
<u>EXPENDITURE DETAIL</u>										
A. Permanent Salaries	130032		183916		197906		214010		214010	
B. Other Personnel Costs	585		293		293		293		293	
C. Mandatory Fringe Benefits	37956		52065		55482		60208		60208	
D. Direct Service Contracts	-		-		-		-		-	
E. Operating Expense	15314		22703		22703		22703		22703	
F. Equip/Cap. Outlay	-		-		-		-		-	
GROSS BUDGET*	183887		258977		276384		297214		297214	
G. Less Salary Savings	-		-		-		-		-	
H. ACTUAL BUDGET	183887		258977		276384		297214		297214	
I. Permanent Employment	8		14		14		14		14	
J. IDMO Employment	-		-		-		-		-	
K. Grant Funded Empl.	-		-		-		-		-	
L. Other Employment	-		-		-		-		-	

1454

72 01 00 001
DEPT. DIV. SECTION FUND
WORK PROGRAM DETAIL

Name of Program or Function AGRICULTURAL INSPECTION

Program Description:

Inspection of agricultural commodities and enforcement of the California Food and Agricultural Code; and the laws and regulations for environmental and consumer protection. Specific functions are: Pest Exclusion; Pest Detection and Quarantine; Hosticide Use; Airborne; Nursery and Seed Inspection; Fruit, Vegetable and Honey Quality Control; Egg Quality Control; Export Certification to meet destination country requirements for which fees are charged.

Program Outputs:

Unit

A. Pest Exclusion - Shipments Inspected	7159	7200	7200	7200	7200
B. Pest Detection, Nursery Insp., Post-ride Use Inf., Premises Inspected	708	700	625	625	700
C. Fruit & Veg. Quality Control - Premises Inspected	20327	15200	10130	15200	15200
D. Egg Quality Control - Premises Inspected	2787	2100	1400	1400	2100
E. Export Certification - Packages Inspected	141616	142000	142000	142000	142000

II. EXPENDITURE DETAIL

A. Permanent Salaries	143842	130032	183916	197906	214010	214010
B. Other Personnel Costs	550	585	293	293	293	293
C. Mandatory Fringe Benefits	35197	37956	52065	54482	60208	60208
D. Direct Service Contracts	-	-	-	-	-	-
E. Operating Expenses	15176	15314	22703	22703	22703	22703
F. Facilities Maintenance	-	-	-	-	-	-
G. Equipment & Cap. Outlay	-	-	-	-	-	-
H. -	-	-	-	-	-	-
I. -	-	-	-	-	-	-
J. TOTAL REQUESTED FOR THIS FUNCTION	\$ 194765	\$ 183887	\$ 225877	\$ 276584	\$ 297214	\$ 297214

III. EMPLOYMENT DETAIL

A. Permanent Employments	8	8	14	14	14	14
B. IPMO Funded Employments	-	-	-	-	-	-
C. Grant Funded Employments	-	-	-	-	-	-
D. Other Temporary Employments	-	-	-	-	-	-
E. Full-Time Employees in	-	-	-	-	-	-
F. Funded Positions	-	-	-	-	-	-
G. Part-Time Employees in	-	-	-	-	-	-
H. Funded Positions	-	-	-	-	-	-
TOTAL	8	8	14	14	14	14

COUNTY AGRICULTURE - WEIGHTS AND MEASURES
DEPARTMENT, BOARD OR COMMISSION

Identification from Summary A
This is a consolidated budget for 1979-1980.

County Agriculture - Weights and Measures	1979-80	1979-80	1979-80
Base	First Add-on	Second Add-on	Third Add-on

COUNTY AGRICULTURE - WEIGHTS AND MEASURES
DEPARTMENT, BOARD OR COMMISSION

72-01-00-001
DEPT. DIV. SECTION FUND

WORK PROGRAM DETAIL

Name of Program or Function WEIGHTS AND MEASURES INSPECTION

Identification from Summary B

3

Program Description:

Inspection of commercially used weighing and measuring devices for accuracy; packaged goods for accurate statements of quantity to insure the consumer receives true value of weight or measure; petroleum products for conformity with state standards and enforcement of the California Business and Professions Code and Title 4, California Administrative Code pertaining to weights and measures.

Program Outputs:

Unit

- A. Weighing and Measuring Devices - Number tested
- B. Quantity Control - Packages Inspected
- C. Weighmaster Enforcement - Premises Inspected
- D. Petroleum Products Enforcement - Premises Inspected
- E.

II. EXPENDITURE DETAIL

- A. Permanent Salaries
- B. Other Personnel Costs
- C. Mandatory Fringe Benefits
- D. Direct Service Contracts
- E. Operating Expenses
- F. Facilities Maintenance
- G. Equipment & Cap. Outlay
- H.
- I.

J. TOTAL REQUESTED FOR THIS FUNCTION

	1977-78 Actual	1978-79 Estimated	Base	1979-80 Second Add-on	Third Add-on
A.	12574	10059	10059	12574	12574
B.	1051244	840996	840996	1051244	1051244
C.	42	21	21	42	42
D.	324	162	162	324	324
E.					
F.					
G.					
H.					
I.					
J.	\$ 141168	\$ 140071	\$	\$	\$

Consolidated with
county Agriculture
for 1979-1980
County Agriculture /
Weights & Measures

III. EMPLOYMENT DETAIL

- A. Permanent Employments
- B. IDMO Funded Employments
- C. Grant Funded Employments
- D. Other Temporary Employments
- E. Full-Time Employees in
Funded Positions
- F. Part-Time Employees in
Funded Positions

TOTAL

	1977-78 Approved	1978-79 Approved	1979-80 Requested
A.	7	7	
B.			
C.			
D.			
E.			
F.			
TOTAL	7	7	

CITY & COUNTY OF SAN FRANCISCO
BUDGET EXPLANATIONS

FISCAL YEAR

COUNTY AGRICULTURE - WEIGHTS AND MEASURES

1979 - 1980

DEPARTMENT, BOARD, OR COMMISSION

01	001	72	01	00
FUND	FUND	DEPT	DIV	SEC

GROUP

1

The budgets for County Agriculture and Weights and Measures are consolidated for Fiscal Year 1979-80.

I. Program AssumptionsAGRICULTURAL INSPECTION

Agricultural Inspection involves both environmental and consumer protection activities and is mandated by the California Food and Agricultural Code, specifically Sections 2001, 2002 and 2201. Specific activities include the following (Code sections shown that mandate the particular activity are Food and Agricultural Code Sections unless otherwise noted):

Pest Exclusion - Sections 5024 and 5101 - To prevent the introduction and spread of serious pests. Objective - Inspection of all shipments of plants and related commodities entering San Francisco likely to be infested;

Pest Detection - Section 2274 - To detect the presence of serious pests by surveys and trapping before they become established.

Objective - To provide sufficient detection activities to assure the absence of serious pests;

Pesticide Use Enforcement - Sections 11501.5, 12982, 14004, and 14006.5 - To protect people, animals, plants and the environment from the improper use of pesticides. Objective - To do annual inspection of all commercial users of pesticides; issuance of permits for restricted use pesticides as required; and monitoring of sufficient pesticide applications to assure protection of the public health and the environment;

Nursery and Seed Inspection - Sections 6903, 6904, 53361, 52282 and 30601 - California Administrative Code Title 3 - To assure the purchaser of nursery stock and seed of receiving properly labeled and pest-free planting material and to prevent the spread of plant pests. Objective - To do annual inspection of producers/distributors; annual inspection of retail nurseries as required by law and inspection of incidental nurseries at the discretion of the Commissioner;

Fruit and Vegetable Quality Control - Sections 29414 and 42651 - To assure that these commodities, when offered for sale, are wholesome and meet the standards of quality, labeling and packaging to protect the consumer. Objective - Regular daily inspection of all outlets at the wholesale produce market and twice annual inspection of all retail stores.

Egg Quality Control - Section 27561 - To assure that eggs when offered for sale are wholesome and meet standards of quality, labeling and packaging to protect the consumer. Objective - Regularly monthly inspection of all wholesale outlets and twice annual inspection of all retail stores.

CITY & COUNTY OF SAN FRANCISCO
BUDGET EXPLANATIONS

FISCAL YEAR

COUNTY AGRICULTURE - WEIGHTS AND MEASURES

1979 - 1980

DEPARTMENT, BOARD, OR COMMISSION

01	001	72	01	00
FUND	FUND	DEPT	DIV	SEC

GROUP

1

Certification - Sections 5102, 5205, and Section 1.9 San Francisco Administrative Code - To provide certificates of inspection on shipments of agricultural commodities to meet requirements of destination states or countries for which fees are charged. Objective - To provide inspections and certificates as requested and to charge sufficient fees to make the activity self-supporting.

WEIGHTS AND MEASURES INSPECTION

Weights and Measures Inspection is mandated by the California Business and Professions Code Sections 12015, 12200-12799, 19800-22911 and the California Administrative Code Title 15, Article 157, 169, 21, 60, 67, 72, 74 San Francisco Administrative Code (Police Code) Sec. 666 Police 816n Advertising of Gasoline.

Goal: To assure that producers, handlers and consumers receive true weight and measure of commodities and services purchased. Inspection of commercial users weighing and measuring devices for accuracy; posted goods and the statements of quantity to ensure the consumer receives the true value of weight or measure; and petroleum products for conformity with state standards.

Objectives: A. Weighing and measuring devices - to test all weighing and measuring devices used commercially to see that they are accurate. B. Quantity Control - To assure the consumer that packaged commodities contain proper weight or measure, and that they are properly labeled. C. Weighmaster Enforcement - Ensuring the integrity and reliability of the weighmaster's certificate which is used by purchasers and sellers of all bulk commodities. D. Petroleum Products - To assure the consumer is receiving petroleum products that meet state quality standards and enforce laws pertaining to false and misleading advertising and labeling of the products. E. Force San Francisco Administrative Code (Police Code) Sec. 666 pertaining to the sale of gasoline or other motor vehicle fuel sellers, shall post a sign with the price of each grade visible to the public.

Base Budget 1979-80 \$28,977

AGRICULTURE

A. Service Results: This level will result in a loss of 25 percent of field inspection manpower from four to three 3490 Agricultural Inspectors. (Although five positions were budgeted for 1978-79, it was possible to only fund four to effect required salary savings.) Pest Exclusion, Pest Detection, and Pesticide Use Enforcement will continue at present level of performance as any reduction can result in serious economic consequences or adversely affect the public health or the environment. Certification will also remain at the current level as this is required for movement of agricultural commodities and reduction could result in substantial economic losses. This program is also self-supporting through fees. Non-mandatory inspection of 75 incidental nurseries will no longer be performed on a regular basis but on complaint only. (These inspections are performed at the discretion of the commissioner.) Fruit and Vegetable Quality Control

CITY & COUNTY OF SAN FRANCISCO

BUDGET EXPLANATIONS

FISCAL YEAR

1979 - 1980

GROUP

COUNTY AGRICULTURE - WEIGHTS AND MEASURES

COMMITTEE: BOARD OF COMMISSIONERS

and Egg Quality Control will each be reduced by approximately 33 1/3 percent which includes inspection of retail stores only about once per year instead of the present twice annual inspections. Approximately three man years are spent on Fruit and Vegetable Quality Control and Egg Quality Control, which will be reduced to two man years available at this level. Consumer protection in these areas will also be proportionately reduced.

B. Service Consequences - At this level, reduction of Fruit and Vegetable Quality Control and Egg Quality Control by 33 1/3 percent, will result in retail store inspection being cut by 50 percent.

This will result in proportionately less consumer protection with a higher percentage of fruits, vegetables and eggs being sold that are unwholesome that do not meet quality standards. The consequent increase in commodities that do not meet standards, the resulting consumer loss level, and the impact on the market are unpredictable.

WEIGHTS AND MEASURES

A. Service Results - No change at this level.

We are abolishing the position of 6222 Senior Inspector of Weights and Measures, and consolidating it with 3452 - Deputy Agricultural Commissioner.

(Note: The reasons why there will be no change in service results or consequences at the 83 percent level for Weights and Measures are: 1) Consolidation of budgets for Agriculture and Weights and Measures; 2) Consolidation of the position of Senior Inspector of Weights and Measures with Deputy Agricultural Commissioner. The impact of this level will be in the agricultural inspection program.)

B. Service Consequences - No change at this level.

III Increment I 1979-80 \$276,384 88 percent

AGRICULTURE

A. Service Results - No significant changes in this program at this level.

B. Service Consequences - No significant changes in this program at this level.

WEIGHTS AND MEASURES

A. Service Results - This five percent increment will allow us to reinstate one 6222 Inspector of Weights and Measures position and increase weighting of measuring devices tested by 20 percent, quantity control number of packages inspected by 20 percent, weighmaster premises inspected by 50 percent, and petroleum premises inspected by 50 percent.

B. Service Consequences - The weighing and measuring devices tested will increase from 10,059 to 12,574. The number of packages inspected under quantity control from 840,996 to 1,051,244. The number of premises inspected under weighmaster from 21 to 42, and petroleum premises inspected from 162 to 234. Our consumers will be protected by a 20 percent increase over the base budget and this will reduce the liability of purchasing short weight or measure items such as: Pre-package meats, poultry, fish, gasoline and other items, and also the instance of overcharge of taxi fares.

IV. Increment 2 1979-80 \$297,214 92%

AGRICULTURE

A. Service Results - At this level, it will be possible to reinstate one 3450 - Agricultural Inspector position. This will allow an increase in performance of the Fruit and Vegetable Quality Control and Egg Quality Control program by 33 1/3 percent which includes a 50 percent increase in retail store inspections.

B. Service Consequences - At this level, consumer protection in the areas of fruit and Vegetable Quality Control and Egg Quality Control will return to a minimal level which will assure a degree of compliance where the public is protected from unwholesome or substandard produce and eggs.

WEIGHTS AND MEASURES

A. Service Results - No significant changes in this program at this level.

B. Service Consequences - No significant changes in this program at this level.

V. Increment 3 1979-80 \$297,214 95 percent

AGRICULTURE

A. Service Results - No significant changes in this program at this level.

B. Service Consequences - No significant changes in this program at this level.

WEIGHTS AND MEASURES

A. Service Results - No significant changes in this program at this level.

B. Service Consequences - No significant changes in this program at this level.

CITY & COUNTY OF SAN FRANCISCO

BUDGET EXPLANATIONS

FISCAL YEAR

1979 - 1980

CITY AGRICULTURE - WEIGHTS AND MEASURES
DEPARTMENT, BOARD, OR COMMISSION

REVENUE

FUND GROUP	FUND	DEPT	DIV	SEC
01	001	72	01	00

3

901 - 6116 - Unallocated Gas Tax Refund - Agriculture

Revenue in this account decreased by \$1896, to the same level as 1977-78. \$1896 additional in 1978-79 was a one-time increase to assist Proposition 13 outback.

902 - Miscellaneous State Subventions

This is a new sub-object that is replacing 7282 account to more accurately describe what the revenues are. They are subventions from the state, not fees. They comprise Egg Mail Tax, Pesticide Dealer's License Share, Pesticide Use Enforcement and Device Re-patriation Reimbursement.

903 - 7281 - Agricultural Inspection Fees

These are fees that are charged for inspection of agricultural products for export to foreign countries. Authority to charge is San Francisco Administrative Code, Sec. 1.10.

904 - 7287 - Agricultural Commissioners Salary

This is a subvention from the state towards the salary of the County Agricultural Commissioner.

CITY & COUNTY OF SAN FRANCISCO

BUDGET EXPLANATIONS

FISCAL YEAR
1979 - 1980

COUNTY AGRICULTURE - WEIGHTS AND MEASURES

Department: Board on Combinations

The budgets for County Agriculture and Weights and Measures have been consolidated FY 1979-80.

001 Regular Misc. (SOBJ 10)

88%: 1-1424 Clerk Typist 357x23.0) = 9,541
 1-1446 Senior Clerk 374x23.1) = 12,006
 Steno. 460x26.1 = 48,311
 3-3450 Agricultural Inspector 617x26.1x3 = 48,311
 3-6220 Inspector of Weights & Measures 617x26.1x3 = 48,311
 1-6220 Inspector of Weights & Measures 576x26.1 = 13,990
 1-3452 Deputy Agricultural Commissioner 728x26.1 = 19,001
 1-3456 Agricultural Commissioner and Sealer
 of Weights and Measures 1255x26.1 = 32,476
 Total 183,915

88%: 1 additional Inspector of Weights and Measures
 position would be filled

1-6220 Inspector of Weights & Measures 576x26.1 = 13,990
 Total 197,906

92%: 1 additional Agricultural Inspector position
 would be filled

1-3450 Agricultural Inspector 617x26.1 = 16,104
 Total 214,010

95%: No change.

Note: The position of Senior Inspector of Weights and Measures (6222) is being abolished and consolidation of the duties of the position with 3452-Deputy Agricultural Commissioner is currently under consideration by Civil Service with a projected savings of approximately \$20,000 per year.

002 Holiday Pay Misc. (SOBJ 120)

This department maintains a skeleton crew when the Wholesale Produce Market is open for business on certain holidays: Admission Day - Sept. 10, 1979; Columbus Day - Oct. 8, 1979; Lincoln's Birthday - Feb. 12, 1980.

8%: 1-3450 Agricultural Inspector 97,50x3 = 292,50
 88%: No change.
 92%: No change.
 95%: No change.

003 Retirement City (SOBJ 600)

8%: Salaries of employees subject to old rate (including holiday pay \$293,160,971x20.0% = 32,275
 Salaries of Prop L employees 23,571x14.70% = 3,459
 Total 35,734

01 FUND
 001 FUND
 72 DEPT
 01 DIV
 00 SEC

GROUP

88%: Salaries of employees subject to old rate
 (including holiday pay \$293,160,971x20.0% = 32,275
 Salaries of Prop. L employees 23,571x14.70% = 3,459
 92%: Salaries of employees subject to old rate
 (including holiday pay \$293,160,971x20.0% = 32,275
 Salaries of Prop. L employees 23,571x14.70% = 3,459

95%: No change.

004 Social Security (SOBJ 606)

Class	No. Emp.	Annual Salary	Jul-Dec FICA	Jan-Jun FICA	Total FICA
1424	1	9,541	292.43	292.43	585
1446	1	12,006	367.98	367.98	736
3450	3	48,311	1480.76	1480.76	2962
6220	3	48,311	1480.76	1480.76	2962
6220	1	13,990	428.79	428.79	858
3452	1	19,001	582.41	582.41	1165
3456	1	32,476	999.80	999.80	1999
Holiday Pay	293		8.98		18
Total					10690
6220	1	13,990	428.79	428.79	858
Total					11548
3450	1	16,104	493.59	493.59	987
Total					12535

95%: No change.

005 Health Service - City WA (SOBJ 610)

83%: 11 employees x 36,99x12 = 4,883
 88%: 12 employees x 36,99x12 = 5,227
 92%: 13 employees x 36,99x12 = 5,771
 95%: No change.

006 Unemployment Insurance (SOBJ 620)

83%: 183,916x.004 = 736
 88%: 197,906x.004 = 792
 92%: 214,010x.004 = 856
 95%: No change.

CITY & COUNTY OF SAN FRANCISCO

BUDGET EXPLANATIONS

FISCAL YEAR

COUNTRY AGRICULTURE - MACHINES AND MEASURES

1979 - 1980

01	001	72	01	00
FUND	FUND	DEPT	DIV	SEC
GROUP				

5

CITY OF SAN FRANCISCO

007 Unemployment Insurance - Admin. (3001 621)

83%: 11 employees x 2 = 22
 88%: 12 employees x 2 = 24
 92%: 13 employees x 2 = 26
 97%: No change.

008 Professional Special Services (3001 1001)

83%: Motor truck to be performed on 12 meters on gasoline tank truck based and operating in San Francisco for the purpose of measuring the amount of gasoline received by San Francisco service stations.
 12 meters at \$35 per meter =
 Liquid petroleum gas meters installed in San Francisco and we are regulated by the California Bureau of Public Utilities Code to test these meters at least once each year.
 1-2nd meter at \$20 =
 3-12th meter at \$25 =
 Total

Total this subobject =

\$25.00

88%: No change.

92%: No change.

97%: No change.

009 Auto Mileage (3001 1110)

83%: Use of agricultural inspectors personnel cars to conduct official business (inspections) at produce market, approximately 1200 grocery stores, nurseries and other establishments subject to regulatory inspection.
 Actual expense: Oct. 1978 Nov. 1978 Jan. 1978
 161.46 159.72 159.52 160.33 192.96 *
 * It is estimated that additional companies due to proposed personnel will increase travel of inspectors by approximately 20%.

Estimated total mileage requirement

2300.00

88%: No change.

92%: No change.

97%: No change.

010 Local Field Expense (3001 1201)

83%: This is to reimburse the inspectors for telephone calls to the office in order to ascertain if there are additional inspections to be made in their respective districts. The monthly average charge is 15.00 x 12 =

180.00

88%: No change.

92%: No change.

97%: No change.

Travel Expense (3001 1206)

83%: The County Agricultural Commissioner/Secretary of Weights and Measures, by state law (see 2275 of the Calif. Food and Agricultural Code, Sec. 12205 California Business and Professions Code) is required to attend meetings of the California Agricultural Commissioners Association, and the California Association of Weights and Measures Officials. This is for the purpose of advising himself of the most effective methods of performing his duties.

Official Travel

A. Fall Conference - Agricultural Commissioners

Number of persons to attend: 1
 Membership authorized by Ord. No. 222-58
 Date of Meeting: November or December 1979
 Place of meeting: Sacramento

Amount requested - 3 days @ \$20.00 =

60.00

B. Spring Conference - Agricultural Commissioners

Number of persons to attend: 1
 Membership authorized by Ord. No. 222-58
 Date of Meeting: May 1980
 Place of Meeting: El Dorado County

Amount requested 4 days @ \$20.00 = \$80.00
 Registration Fee = 75.00

155.00

BUDGET EXPLANATIONS

FISCAL YEAR

1979 - 1980

COUNTY AGRICULTURE - WEIGHTS AND MEASURES

DEPARTMENT, BOARD, OR COMMISSION

C. Fall Conference - Weights and Measures

Number of persons to attend: 1
 Membership authorized by Ord. No. 222-58
 Date of meeting: October 1979
 Place of meeting: Victorville, California
 Amount requested
 4 days @ \$20.00 = \$80.00
 Registration fee = 75.00

D. Winter Conference - Weights and Measures

Number of persons to attend: 1
 Membership authorized Ord. No. 222-58
 Date of meeting: April 1979
 Place of meeting: Sacramento, California
 Amount requested
 3 days @ \$20.00

88%: No change

92%: No change

95%: No change

012 Office Equipment (SOBJ 1218)

83%: Maintenance and repair of office equipment

88%: No change

92%: No change

95%: No change

013 Telephone (SOBJ 1232)

83%: Current service

Period	Equipment	Message Units	Long Distance	Total
Sept. 1978	102.55	16.27	10.27	129.01
Oct. 1978	102.55	12.61	5.99	119.15
Nov. 1978	102.55	15.27	5.56	119.38
Average - 12 x 122.51 = \$1470				

Requested -

88%: No change

92%: No change

95%: No change

\$1470.00

014 Postage (SOBJ 1233)

83%: For correspondence, forwarding disease and insect specimens to Sacramento Laboratory

88%: No change

92%: No change

95%: No change

015 Other current expenses (SOBJ 1299)

83%: Hire of Autos and Trucks

For rental of heavy truck to transport 10-1000 lb. weights to Sacramento for calibration as required by Sec. 12310 of the Business and Professions Code of California. Our present heavy-duty truck is unsafe to travel that distance to Sacramento and return. It is 22 years old with over 100,000 miles.

60.00

Total

\$430.00

Rental of flat body stake truck 11,000 pounds
 \$40.00 per day plus .22¢ a mile

2 days @ \$40.00 = \$80.00

190 miles @ .22¢ = 42.00

Gasoline 26.00

Amount requested 148.00

Scavenger Service

Scavenger service at 501 Army Street, one pick-up
 per week - 8.14 per month x 12 = 97.68

97.68

245.68

Total this sub object

88%: No change

92%: No change

95%: No change

CITY & COUNTY OF SAN FRANCISCO

BUDGET EXPLANATIONS

FISCAL YEAR

1979 - 1980

COUNTY AGRICULTURE - WEIGHTS AND MEASURES
CHANGES - BASED ON COMMISSION

016 Office Supplies (SOBJ 1301)

83%: Printed forms - F301 68.00
F305 95.00
309 187.00
F360 160.00

510.00

15,000 decal scale seals

Stationery, etc. - central warehouse

Office supplies not available from central warehouse

Paint for 50-lb. weights and other equipment

1500 warning tags for sealing gasoline meters

Total

\$300.00

88%: No change

92%: No change

95%: No change

017 Fuels, Lubricants (SOBJ 1391)

83%: Purchase of gasoline and oil - Central shops
estimate the cost of gasoline will be .59¢ per
gal. and oil .55¢ per quart. We are averaging
use of 280 gal. and 4 quarts per month.

280 gal. @ .59 = 165.20
4 qt. @ .55 = 2.20
167.40

2009.00

88%: No change

92%: No change

95%: No change

018 Others (SOBJ 1399)

83%: Vehicle parts and supplies -
tires and tubes to keep vehicles in operation
5 - 740/15 in tires \$17.45 + sales tax =
Household and cleaning supplies -
Paper towels, toilet tissue, hand soap, brooms,
mops, washing compound and floor wax for use in
building at 501 Army Street

80.00

Food stuffs

In our surveillance activities it is often necessary
to purchase various packages of merchandise. These
packages are tested and if they must be opened, the
packages cannot be returned because they are no longer
saleable. If the merchandise can be used after it is
tested, it is delivered to one of the City institutions
for use.

50.00

022 Beal Detective Services (SOBJ 3020)

83%: Services of Beal Detective Department in connection with investigating and negotiation of existing leases
88%: No change
92%: No change
95%: No change

01 001 72 01 00

FUND FUND DEPT DIV SEC
GROUP

7

Small tools

7 dies imprinted with 1980 at \$8.00 each
2000 lead and wire seals used to secure and
adjust meters
Screwdrivers and wrenches

Total

\$349.00

Total this sub object

88%: No change

92%: No change

95%: No change

019

Property Rent

(SOBJ 1460)

83%: Rental of office space at 501 Army Street
@ \$882.00 per mo.
882.00 x 12 =

10,584.00

88%: No change

92%: No change

95%: No change

020

Automotive Maintenance (SOBJ 3100)

83%: Year Make Mileage Repair Cost
1974 Gremlin - 002 29,720 401.00 39.00
1965 International Scout 89,139 76.00 58.00
1965 International Scout 75,674 985.00 50.00
1965 International Scout 72,232 238.00 213.00
1955 GMC Heavy duty truck 104,079 1,292.00 54.00
1978 Chevrolet 265Y003 4,456 -
1978 Ford Courier 265Y512 1,346 -
1978 " 265Y513 1,127 -
Total \$2,992.00 \$15.00

Central Shop recommends \$250 for 1979-80 auto maintenance.

88%: No change

92%: No change

95%: No change

021

Printing-Reproduction (SOBJ 3500)

83%: Annual and monthly reports, daily worksheets, other
reports and use of Xerox machine.

\$195.00

88%: No change

92%: No change

95%: No change

022 Beal Detective Services (SOBJ 3020)

83%: Services of Beal Detective Department in connection with investigating and negotiation of existing leases
88%: No change
92%: No change
95%: No change

\$750.00

WORK PROGRAM SUMMARY

DEPARTMENT, BOARD OR COMMISSION

*TOTAL LESS NON-BUDGETED REVENUES.

PROGRAM OF FUNCTION	1978-79		1979-80							
	APPROVED	#	BASE	#	FIRST ADD-ON	#	SECOND ADD-ON	#	THIRD ADD-ON	#
A. Farmers Market	\$ 60714	3	\$ 51445	3	\$ 54012	3	\$ 56065	3	\$ 57606	3
B.										
C.										
D.										
E.										
F.										
G. Administration										
H. Unallocated Costs										
I. Equip/Cap. Outlay										
GROSS BUDGET*	60714	3	51445	3	54012	3	56065	3	57606	3
REVENUE										
Ad Valorem										
State Subventions										
State Grants										
Fees and Charges	60714		51445		54012		56065		57606	
Other Revenues										
TOTAL REVENUE	60714		51445		54012		56065		57606	
EXPENDITURE DETAIL										
A. Permanent Salaries	38549		31874		33794		35330		36482	
B. Other Personnel Costs	960		645		645		645		645	
C. Mandatory Fringe Benefits	11917		9591		10169		10630		10977	
D. Direct Service Contracts	0		0		0		0		0	
E. Operating Expense	9288		9335		9404		9460		9502	
F. Equip/Cap. Outlay										
GROSS BUDGET*	60714		51445		54012		56065		57606	
G. Less Salary Savings	0		0		0		0		0	
H. ACTUAL BUDGET	60714		51445		54012		56065		57606	
I. Permanent Employments	3		3		3		3		3	
J. IDWO Employments										
K. Grant Funded Empl.										
L. Other Employments	1		1		1		1		1	

72 02 00 01
DEPT. DIV. SECTION FUND

WORK PROGRAM DETAIL

Name of Program or Function FARMERS MARKET

Program Description:

Operations of the Farmers Market: Assigning stall spaces to various farmers and collecting stall & tonnage fees, dealing with the general public, investigating complaints and promoting use of the market.

Identification from Summary

A

DEPARTMENT, BOARD OR COMMISSION

Page 2

Program Outputs:

	Unit
A. Stall and Tonnage Fees	
B. Number of Stalls Rented	
C. Number of Tons	
D.	
E.	

II. EXPENDITURE DETAIL

A. Permanent Salaries	37,961	38,249	31,874	33,794	35,330	36,482
B. Other Personnel Costs	557	960	645	645	645	645
C. Mandatory Hiring Benefits	10,184	11,917	9,591	10,169	10,630	10,977
D. Direct Service Contracts	-	-	-	-	-	-
E. Operating Expenses	8,811	9,288	9,335	9,404	9,460	9,502
F. Facilities Maintenance	-	-	-	-	-	-
G. Equipment & Cap. Outlay	-	-	-	-	-	-
H.	-	-	-	-	-	-
I.	-	-	-	-	-	-
J. TOTAL REQUESTED FOR THIS FUNCTION	\$ 57,514	\$ 60,714	\$ 51,445	\$ 54,012	\$ 56,065	\$ 57,606

III. EMPLOYMENT DETAIL

A. Permanent Employments	3	3	3	3	3	3
B. IMO Funded Employments	-	-	-	-	-	-
C. Grant Funded Employments	-	-	-	-	-	-
D. Other Temporary Employments	-	-	-	-	-	-
E. Full-Time Employees in	1	1	1	1	1	1
F. Funded Positions	-	-	-	-	-	-
G. Part-Time Employees in	-	-	-	-	-	-
H. Funded Positions	-	-	-	-	-	-
TOTAL	4	4	4	4	4	4

1977-78 Actual	1978-79 Estimated	Base	First Add-on	1979-80 Second Add-on	Third Add-on
-------------------	----------------------	------	-----------------	-----------------------------	-----------------

\$ 53,099	\$ 65,000	\$ 55,385	\$ 57,952	\$ 60,205	\$ 61,546
12221	11000	9130	9860	10120	10450
3375	3000	2490	2640	2760	2850

County Agriculture
Farmers Market

CITY & COUNTY OF SAN FRANCISCO

BUDGET EXPLANATIONS

FISCAL YEAR
1979-1980

01	001	72	02	00
FUND	FUND	DEPT	DIV	SEC
GROUP				

DEPARTMENT, BOARD OR COMMISSION

REVENUE

901 - Farmers Market Fees -- S.F. Administrative Code Sec. 9A.7 is the authority to charge fees at the Farmers Market to pay the operating and maintenance. We estimated that \$86,729 in fee revenue for 1979-1980 at the present fee schedule.

8%	Budget revenue will be \$55,385	operating only 10 months.
8%	" " " 58,325	" " 10 1/2 months.
9%	" " " 60,975	" " 11 months.
9%	" " " 62,965	" " 11 1/2 months.

County Agriculture
Farmers Market

DEPARTMENT, BOARD, OR COMMISSION

CITY & COUNTY OF SAN FRANCISCO
BUDGET EXPLANATIONS

FISCAL YEAR
1979-1980

	01 FUND	001 FUND	72 DEPT	02 DIV	00 SEC
GROUP					

Page 1

PROGRAM ASSUMPTIONS -- SERVICES RESULTS--SERVICE CONSEQUENCES

Program Assumption: The operation of the San Francisco Farmers Market is mandated by Ordinance No. 3758 (Series 1939) San Francisco Administrative Code Sec. 9A.1-9A.20.

GOAL: To allow the public to purchase farm products directly from the grower, and give the small grower an outlet to sell directly to the consumer and thereby fostering better urban-rural relationships.

Objective: Operations of the Farmers Market, assigning stall space to various farmers and collecting stall and tonnage fees; investigating complaints, dealing with the general public, and promoting use of the market.

REVENUE: We estimate revenue of \$66,729 for fiscal year 1979-80 with the present fee rate.

BASE BUDGET

Service Results: The market is staffed by three positions: Market Manager, clerk and janitor. This is the minimum amount of personnel required to operate the market. Any decrease will result in reduction in the number of days the market will be kept open.

Service Consequences: This base budget of 83 percent would require the market to operate on a reduced basis of ten months.

Alternatives:

1. Sell market.
2. Lease to private individual or individuals to operate.
3. Operate on a reduced schedule.
4. Increase fees to totally support the cost of operations of the market.

1st Add-On

This increment of 5 percent would allow us to operate the market 10 1/2 months.

2nd Add-On

This increment of 4 percent would allow us to operate the market 11 months.

3rd Add-On

This increment of 3 percent would allow us to operate the market 11 1/2 months.

100% Budget \$60714 for 12 months operation.

County Agriculture
Farmers Market

DEPARTMENT, BOARD, OR COMMISSION

CITY & COUNTY OF SAN FRANCISCO

BUDGET EXPLANATIONS

FISCAL YEAR
1979-1980

FUND GROUP	01	001		72		02		00
		FUND	DEPT	DIV	SEC			
								Page 2

1. Perm Salaries Regular Misc - 3 perm Employees= \$38402

8% Budget	\$31874	\$38402 x 8%	1426 - 428x26	= 11128
8% "	33794	38402 x 8%	2708 - 463x26	= 12038
92% "	35330	38402 x 92%	3480 - 586x26	= 15236
95% "	36482	38402 x 95%		39402
2. Regular Temp—one temp custodian to replace perm custodian for 15 days vacation at \$43.00 per day x 15 = \$645.

8% \$645.
88% 645.
92% 645.
95% 645.
3. Retirement City - 3 Perm Employees

8% 6391.	\$31874 x 20.05%
88% 6776.	33794 x 20.05%
92% 7084.	35330 x 20.05%
95% 7315.	36482 x 20.05%
4. Social Security - 3 Perm Employees

8% 1955.	31874 x 6.13%
88% 2073.	33794 x 6.13%
92% 2167.	35330 x 6.13%
95% 2238.	36482 x 6.13%
5. Health Service City MA - 3 Perm Employees \$443,883=\$1332.

8% 1106.	1332 x 8%
88% 1173.	1332 x 88%
92% 1226.	1332 x 92%
95% 1266.	1332 x 95%
6. Unemployment Ins. - 3 Perm Employees

8% 131.	\$ 38402, Sal Perm
88% 139.	645, Temp Sal.
92% 145.	39047
95% 150.	x .65
	\$158.
7. Unemployment Ins. - Adm. 3 Perm Employees and 1 Temp Emp.

83% \$8.	\$2.00 per person x 4 = \$8.
88% 8.	
92% 8.	
95% 8.	
8. Scavenger Service - For removal of refuse and garbage accumulating at the Market grounds.

83% \$2367.	\$197.25 per sq. ft.
88% 2367.	x 12
92% 2367.	\$ 2367.
95% 2367.	
9. Water- Service for 45 water outlets + 10 public toilets & 6 wash basins.

83% \$1000.
88% 1000.
92% 1000.
95% 1000.
10. Postage- for routine correspondence, news releases to newspapers, radio & TV \$178.

83% \$ 148.	178 x 83%
88% 157.	178 x 88%
92% 164.	178 x 92%
95% 170.	178 x 95%
11. Other Contractual Expenses-- Local Fares \$ 54.
Telephone Serv. 116.
\$170.

83% 142.	170 x 83%
88% 150.	170 x 88%
92% 157.	170 x 92%
95% 162.	170 x 95%

County Agriculture
Farmers MarketCITY & COUNTY OF SAN FRANCISCO
BUDGET EXPLANATIONSFISCAL YEAR
1979-1980

DEPARTMENT, BOARD, OR COMMISSION

01	001	22	02	00
FUND	FUND	DEPT	DIV	SEC
GROUP				

12. Office Supplies - Stationery, printed forms, file folders, central whse supplies and items not carried in whse.

83%	\$266.	\$300.x83%	Farmers Market Receipts 7M sets 136. per M 252.
88%	282.	320.x88%	Central Whse Supplies 40.
92%	295.	320.x92%	Items not carried in Whse. 28.
			<u>\$320.</u>
95%	304.	320.x95%	

13. Household Supplies - Supplies required for maintenance of Public Rest Rooms, office, Market grounds. Paper towels, toilet tissue, seat covers, hand soap, brooms, mops, bleach, light bulbs, etc. \$725.

83%	\$602.	725.x83%
88%	638.	725.x88%
92%	667.	725.x92%
95%	689.	725.x95%

14. Fire Insurance - Annual Premium: \$785.

83%	\$785.
88%	785.
92%	785.
95%	785.

15. Other Insurance - Comp. Public Liability annual Prem: \$3900.

83%	\$3900.
88%	3900.
92%	3900.
95%	3900.

16. Printing Reproduction - offset printing, mimeographing, essential forms used daily for records and files at the Market.

83%	\$125.
88%	125.
92%	125.
95%	125.

WORK PROGRAM SUMMARY

COUNTY AGRICULTURE - WEIGHTS AND MEASURES
DEPARTMENT, BOARD OR COMMISSION

*TOTAL LESS NON-BUDGETED REVENUES.

1470

Page 1 of 1

	1978-79		1979-80								
PROGRAM OF FUNCTION	APPROVED	# POS.	BASE	# POS.	FIRST ADD-ON	# POS.	SECOND ADD-ON	# POS.	THIRD ADD-ON	# POS.	
A. Weights and Measures Inspection	140071	7									
B.											
C.											
D.											
E.											
F.											
G. Administration											
H. Unallocated Costs											
I. Equip/Cap. Outlay											
GROSS BUDGET*	140071	7									
REVENUE											
Ad Valorem	139575										
State Subventions	496										
State Grants											
Fees and Charges											
Other Revenues											
TOTAL REVENUE	140071										
EXPENDITURE DETAIL											
A. Permanent Salaries	103211										
B. Other Personnel Costs	-										
C. Mandatory Fringe Benefits	30,276										
D. Direct Service Contracts	-										
E. Operating Expense	6584										
F. Equip/Cap. Outlay	-										
GROSS BUDGET*	140071										
G. Less Salary Savings	-										
H. ACTUAL BUDGET	140071										
I. Permanent Employments	7										
J. IDWO Employments	-										
K. Grant Funded Empl.	-										
L. Other Employments	-										

CONSOLIDATED WITH
COUNTY AGRICULTURE
FOR 1979-1980

1470

CITY & COUNTY OF SAN FRANCISCO

BUDGET EXPLANATIONS

FISCAL YEAR
1979-80

WEIGHTS AND MEASURES

DEPARTMENT, BOARD, OR COMMISSION

001	01	73	00	00
FUND	FUND	DEPT	DIV	SEC
GROUP				

001- This 1979-80 budget for Dept. 73 has been

consolidated with County Agriculture 72-01.

All expenditures for Dept. 73 for 1979-80 are in
1979-80 consolidated budget for Dept. 72-01.No separate expenditures entries for Dept.
Index 73 are shown for 1979-80. Historical
information only.

WORK PROGRAM SUMMARY

MEDICAL EXAMINER - CORONER

DEPARTMENT, BOARD OR COMMISSION

*TOTAL LESS NON-BUDGETED REVENUES.

Page 1

PROGRAM OF FUNCTION	1978-79		1979-80							
	APPROVED	POS.	BASE	POS.	FIRST ADD-ON	POS.	SECOND ADD-ON	POS.	THIRD ADD-ON	POS.
A. Investigation	188,687	10	189,991							
B. Forensic Pathology	192,427	10	190,147							
C. Forensic Toxicol- ogy	86,576	3	90,098							
D. Mandatory Fringe	133,064		109,763							
E. Other Personnel Costs	21,046		9,200							
F. Operating Expense	35,056		30,225							
G. Administration	108,156	10	104,948							
H. Unallocated Costs	69,672		66,042							
I. Equip/Cap. Outlay										
GROSS BUDGET*	834,684	31	790,414	23	799,789	25	806,622	27	817,186	30
	- 77,513	-2	-161,149	-10	-132,904	-8	-119,642	-6	- 97,631	-3
<u>REVENUE</u>										
Ad Valorem	748,171		620,265		657,685		687,980		709,555	
State Subventions	-0-		-0-		-0-		-0-		-0-	
State Grants	-0-		-0-		-0-		-0-		-0-	
Fees and Charges	9,000		9,000		9,000		9,000		10,000	
Other Revenues	-0-		-0-		-0-		-0-		-0-	
TOTAL REVENUE	757,171		629,265		666,885		696,980		719,555	
<u>EXPENDITURE DETAIL</u>										
A. Permanent Salaries	568,005		480,077		508,322		521,584		543,595	
B. Other Personnel Costs	21,046		9,200		9,200		9,200		12,750	
C. Mandatory Fringe Benefits	133,064		109,763		117,088		122,421		126,410	
D. Direct Service Contracts										
E. Operating Expense	35,056		30,226		32,275		33,775		36,800	
F. Equip/Cap. Outlay										
GROSS BUDGET*	834,684		790,414		799,789		806,622		817,186	
% Less Salary Savings	- 77,513		-161,149		-132,904		-119,642		- 97,631	
H. ACTUAL BUDGET	757,171		629,265		666,885		696,980		719,555	
I. Permanent Employment	33		23		25		27		30	
J. IDMO Employment	-0-		-0-		-0-		-0-		-0-	
K. Grant Funded Empl.										
L. Other Employment	CETA 1		-0-		-0-		-0-		-0-	

11/7/78

74 00 00 01
DEPT. DIV. SECTION FUND

WORK PROGRAM DETAIL

Name of Program or Function Investigative

Identification from Summary A

MEDICAL EXAMINER-CORONER
DEPARTMENT, BOARD OR COMMISSION

Program Description:

Required County Activity (State Law Gov. Code 24009, 272491, and others). Required knowledge of State laws and training in investigation of sudden or unexpected death. Functions 24 hr/day as emergency service for investigation of scene, search for evidence of information, property or evidence of crime. Examines body, scene, seize evidence and property, ID deceased, contact relatives, authorized, prepare written report.

Program Outputs:

Unit

- A. Death reports investigated & prepared
- B. Scene Investigations
- C. Case Reports Prepared
- D.
- E.

II. EXPENDITURE DETAIL

- A. Permanent Salaries
- B. Other Personnel Costs
- C. Mandatory Fringe Benefits
- D. Direct Service Contracts
- E. Operating Expenses

- F. Facilities Maintenance
- G. Equipment & Cap. Outlay
- H.
- I.

J. TOTAL REQUESTED FOR THIS FUNCTION

III. EMPLOYMENT DETAIL

- A. Permanent Employments
- B. IDMO Funded Employments
- C. Grant Funded Employments
- D. Other Temporary Employments
- E. Full-Time Employees in Funded Positions
- F. Part-Time Employees in Funded Positions

TOTAL

Actual	Estimated	Base	First Add-on	Second Add-on	Third Add-on
1977-78	1978-79				

\$ 228940	\$226419	\$28084	\$	\$	\$
1977-78 Approved	1978-79 Approved	-84787	-63587	-42392	-4392
10	10	10	10	10	

Chief of Medical Examiner-Coroner
DEPARTMENT, BOARD OR COMMISSION

Page 3

DEPT. DIV. SECTION TIME
WORK PROGRAM DETAIL

Name of Program or Function Forensic Pathology

Identification from Summary E

Program Description:

Performs scene investigation 24 hr/day on call or unusual deaths. Conducts forensic autopsies, collecting and documenting injuries, evidence, specimens, for tissue/toxicology. Performs necropsy with documentation of injuries & major disease processes. Confers with prosecution & defense attorneys and testifies as forensic expert in court. Technologist prepares, analyzes tissue and body fluids.

Program Outputs:

Unit

- A. Forensic Examinations
- B. Microscopic Reports
- C. Photographic X-rays
- D. Expert Forensic Testimony
- E.

169005 192427 190147
38746 38662 38500

	1977-78 Actual	1978-79 Estimated	1979-80 Second Add-on	Third Add-on
Base				

II. EXPENDITURE DETAIL

- A. Permanent Salaries
- B. Other Personnel Costs
- C. Mandatory Fringe Benefits
- D. Direct Service Contracts
- E. Operating Expenses
- F. Facilities Maintenance
- G. Equipment & Cap. Outlay
- H.
- I.

J. TOTAL REQUESTED FOR THIS FUNCTION

\$ 277751 \$ 231089 \$ 228647 \$ 228647 \$ 228647

1977-78 Approved	1978-79 Approved	1979-80 Requested
10	10	10

III. EMPLOYMENT DETAIL

- A. Permanent Employments
- B. IDMO Funded Employments
- C. Grant Funded Employments
- D. Other Temporary Employments
- E. Full-Time Employees in Funded Positions
- F. Part-Time Employees in Funded Positions

1977-78 Approved	1978-79 Approved	1979-80 Requested
10	10	10

TOTAL

74 00 00 001
DEPT. DIV. SECTION FUND

WORK PROGRAM DETAIL

Name of Program or Function Forensic ToxicologyMedical Examiner-Coroner
DEPARTMENT, BOARD OR COMMISSION

Program Description:

Performs analyses and quantitation of drugs in blood, tissues and other body fluids removed at necropsy. Performs analyses on homicide suspects and in certain cases involving poisons, industrial toxicology or environmental poisons. Testifies as forensic expert as to levels, methods of analyses, drug interactions and physiologic effect of drugs in criminal matters. Develops and evaluates new methods.

Identification from Summary C

Program Outputs:

Unit	
A. Test Performed	
B. Expert forensic testimony	
C.	
D.	
E.	

7000 7200 7200
.30 .35 40

II. EXPENDITURE DETAIL

- A. Permanent Salaries
B. Other Personnel Costs
C. Mandatory fringe Benefits
D. Direct Service Contracts
E. Operating Expenses

.58855 86576 90098
12,065 17748 18470

- F. Facilities Maintenance
G. Equipment & Cap. Outlay
H.
I.

J. TOTAL REQUESTED FOR THIS FUNCTION

\$ 70920	\$ 104324	\$ 108568	\$ -31560	\$ -31560	\$ -31560
1977-78 Approved	1978-79 Approved			1979-80 Requested	
2	3	3	3	3	3

III. EMPLOYMENT DETAIL

- A. Permanent Employment
B. IDMO Funded Employment
C. Grant Funded Employment
D. Other Temporary Employment
E. Full-Time Employees in
Funded Positions
F. Part-Time Employees in
Funded Positions

TOTAL

1476

74 00 00 001
DEPT. DIV. SECTION FUNDMEDICAL EXAMINER-CORONER
DEPARTMENT, BOARD OR COMMISSION

Page 5

WORK PROGRAM DETAIL

Name of Program or Function Mandatory Fringe Benefits

Identification from Summary D

Program Description:

Recapitulation

Program Outputs:

Unit

A.	
B.	
C.	
D.	
E.	

II. EXPENDITURE DETAIL

- A. Permanent Salaries
- B. Other Personnel Costs
- C. Mandatory Fringe Benefits
- D. Direct Service Contracts
- E. Operating Expenses

- F. Facilities Maintenance
- G. Equipment & Cap. Outlay
- H.
- I.

J. TOTAL REQUESTED FOR THIS FUNCTION

125861 135064 109763

\$	\$	\$	\$	\$
1977-78 Approved	1978-79 Approved	1979-80 Second Add-on	1979-80 First Add-on	1979-80 Third Add-on

III. EMPLOYMENT DETAIL

- A. Permanent Employments
- B. IDMO Funded Employments
- C. Grant Funded Employments
- D. Other Temporary Employments
- E. Full-Time Employees in
Funded Positions
- F. Part-Time Employees in
Funded Positions

TOTAL

1477

1477

74 00 00 001
DEPT. DIV. SECTION FUND
WORK PROGRAM DETAIL

Medical Examiner-Coroner
DEPARTMENT, BOARD OR COMMISSION

Name of Program or Function Administration

Identification from Summary G

Program Description:

Department management with legal responsibility to determine cause and manner of death in cases under jurisdiction. Forensic scene investigation, autopsy supervision & autopsies. Forensic pathology and toxicology. Identification & notification of next of kin. Investigation of circumstances of death & estate investigation & property management. Transcription and preparation-legal records. deal direct with public-frequent-ly under emotional stress.

Program Outputs:

Unit	
A. Reports and pages typed	24000
B. Business letters typed (approx.)	7200
C. Estates investigated	2900
D. Inquests held	100
E.	

24000	25000	25000
7200	7300	7400
2900	2300	2300
100	120	150

II. EXPENDITURE DETAIL

- A. Permanent Salaries
- B. Other Personnel Costs
- C. Mandatory Fringe Benefits
- D. Direct Service Contracts
- E. Operating Expenses

176108	108156	104948
36102	22171	21556

- F. Facilities Maintenance
- G. Equipment & Cap. Outlay
- H.
- I.
- J. TOTAL REQUESTED FOR THIS FUNCTION

III. EMPLOYMENT DETAIL

- A. Permanent Employments
- B. IDMO Funded Employments
- C. Grant Funded Employments
- D. Other Temporary Employments
- E. Full-Time Employees in Funded Positions
- F. Part-Time Employees in Funded Positions

\$	\$	\$	\$	\$
1977-78	1978-79		1979-80	
Approved	Approved		Requested	
10	10		10	

TOTAL

74 00 00 001
DEPT. DIV. SECTION FUND
WORK PROGRAM DETAIL

Medical Examiner-Coroner
DEPARTMENT, BOARD OR COMMISSION

Name of Program or Function Equipment & Capital Outlay

Identification from Summary I

Program Description:

In the present laboratory, there are approximately 600 square feet of space which could be more efficiently utilized if additional laboratory casework, including mechanical and electrical work is installed, improve heating in 2 training offices. Provide evidence storage locker in toxicology. Replace floor covering in main office. Excluding linoleum floor surface badly pitted in areas where desk chairs indent through high unit pressure under casters

Program Outputs:

Unit
A. _____
B. _____
C. _____
D. _____
E. _____

II. EXPENDITURE DETAIL

A. Permanent Salaries
B. Other Personnel Costs
C. Mandatory Fringe Benefits
D. Direct Service Contracts
E. Operating Expenses
F. Facilities Maintenance
G. Equipment & Cap. Outlay
H. _____
I. _____
J. TOTAL REQUESTED FOR THIS FUNCTION

III. EMPLOYMENT DETAIL

A. Permanent Employments
B. IDMO Funded Employments
C. Grant Funded Employments
D. Other Temporary Employments
E. Full-Time Employees in
Funded Positions
F. Part-Time Employees in
Funded Positions
TOTAL

1977-78 Actual	1978-79 Estimated	Base	First Add-on	Second Add-on	Third Add-on

L-0-	14232	32800			
\$ _____	\$ _____	\$ _____	\$ _____	\$ _____	\$ _____
1977-78 Approved	1978-79 Approved		1979-80 Requested		

BUDGET EXPLANATIONS

FORM 4880

FISCAL YEAR

MEDICAL EXAMINER - CORONER

1979-80

DEPARTMENT, BOARD, OR COMMISSION

01 001 74 00 00
FUND FUND DEPT DIV SEC
GROUP

1480

1. PERMANENT SALARIES

The Medical Examiner-Coroner performs medico-legal investigation of death in accordance with Government Code 27491 which requires the Coroner to determine circumstances, cause and manner of death. The program objective is to improve community and judicial systems through the thorough medico-legal investigation of deaths. Proper medico-legal investigation of death improves the general health and welfare of the community indirectly, and directly affects the judicial system.

Since 95.4% of our 1978-79 budget is salaries and we have already been severely reduced by 17% this year, the only area of reduction would be people. The work load in this department cannot be reduced. There is no way to reduce death and that is the central focus of our work. The volume of cases handled by this office remains constant. The State mandated requirements have not changed.

II. BASE BUDGET 79-80 83%
\$ 628451

A) Service Results

Funding at this level would result in reduction in staff of at least 10 people. Extreme delays in the judicial process due to extended time for the completion of laboratory and microscopic findings, particularly in homicide and accidental deaths.

There would be marked delays in response to scenes of deaths, as well as delays in completing death certificates. In essence, this could mean a total 32% cut in our budget over a two-year period. This department has always operated at a minimum level. With the continued changes in our society and the needs of the community and judicial system, we need to increase our level of competence and not lower it by further reducing our staff.

B) Service Consequences

There would be a limited number of people on the staff at this level of funding which could result in the closing of the office for some of the shifts. Autopsies could not be performed on a regular basis as at present. If there is no one in the office to take the phone calls, we would be forced to enlist the aid of the Police Department to take our phone messages and this would result in an increase in their work load which they would not accept. It

could also result in legal action against the City for failing to complete mandated investigative legal duties.

Remains are released to mortuaries as soon after autopsy as possible, so that families are not delayed in making funeral arrangements, in accordance with their religious beliefs in regard to timely burial. If the office is funded at this level, there would be severe criticism from the public for such delays.

III. INCREMENT 1 79-80 86%
\$ 666310

Service Results

No change in the Medical Examiner-Coroner program. At this level of funding we could possibly restore one position. However, with the curtailment in other areas, this would not change the adverse effect on the office as with the previous level of funding.

Consequences

There would still be considerable delays in completing death certificates. There would be no presentation of evidence in court. This would also result in the loss of seven to eight permanent jobs, mostly professional, skilled people. Since the department depends on a "team" of inter-related investigators and personnel, this small increase would not significantly improve the function of the department.

IV. INCREMENT 2 79-80 92%
\$ 696597

Service Results

No change in the Medical Examiner-Coroner program. The slight increase would allow for the restoration of one position. However, the total loss of approximately eight out of a staff of thirty-three leaves the office without the professional staff for court appearances and completing death certificates. Time for responding to scenes of death would still be delayed at this level.

Consequences

This would have an adverse public opinion of the department which already suffers because the general public hates to deal with death. Court appearances would still be at a minimum and completion of records for court presentation would be delayed. Such delays could result in litigation against the City for not following the state mandates regarding this office.

MEDICAL EXAMINER-CORONER
DEPARTMENT, BOARD, OR COMMISSIONCITY & COUNTY OF SAN FRANCISCO
BUDGET EXPLANATIONS
FISCAL YEAR
1979-8001
FUND FUND DEPT DIV SEC
GROUP

2

1481

V.

INCREMENT 3 79-80 92%
\$ 719312

Service Results

At this level of funding we would still face the prospect of reducing our staff by approximately six people. Of course, this would probably be the loss of skilled professional people, which we already have trouble recruiting for employment.

This would require drastic change such as not picking up bodies or investigation of deaths from autopsy to 8:00 a.m., also delays in performing autopsies - probably eliminating autopsies on the weekends. This is in direct violation of State law and combined with standard bureaucratic delays, would probably result in the office falling into a very low level of performance.

Consequences

Serious delays in completing of death certificates, which causes a hardship on families of deceased persons, reports not complete in time for court, and failure to fulfill 27491 Government Code, which could result in legal action against the City. This is an unacceptable level of medico-legal investigation of death.

VI.

PROPOSED INCREMENT 79-80 105%
\$ 786030

Service Results

This level of funding would bring the department up to the level of competence needed in a city the magnitude of San Francisco. This is the minimum realistic budget for this department. It will still mean maintaining operation of the office with an eye to saving, but it will allow for function and meeting the State mandated requirements.

There would be staff to make court appearances and the records would be completed within a reasonable time. At this level, we would be able to continue operation on a 24-hours, 7-day week which is necessary since death cannot be put on an hourly basis.

2. SALARY INCREMENT

3. OVERTIME

Consequences

Since we have had to cut back in operating budget during the past year, this would only allow the office to maintain at the present status. It would not mean any additional personnel or additional equipment, but it would enable the office to meet the requirements of State law.

The proper investigation of death involving on-the-scene investigation, interviewing witnesses, contacting the next of kin, searching the body and residence or the place of death followed by preparing a written report, necessarily takes some time. However, this is a part of the medical examiner's responsibility performed by the coroner's investigators. The minimum scene investigation takes thirty minutes, plus the travel time and time necessary to locate witnesses and relatives. Preparing the report, which constitutes part of our legal records, usually takes another thirty minutes. An involved homicide or suicide case can take several hours for the scene investigation alone. When a death occurs near the change of a shift, or when a large number of deaths occur during a shift, some overtime is necessitated. Overtime is not unreasonable, as we have 180 shift changes per month. Since the investigation must be accurate in his investigation and maintain a proper chain of evidence and valuable, he must be careful and conscientious in his work. Coroner's offices in the nearby communities routinely receive overtime pay often constituting fairly substantial amounts of the investigator's salary. Since our investigators frequently must work overtime to get a job done, but without pay or time off, it is no surprise that many of them quit and go to work for other counties, taking their experience with them. As a result, San Francisco trails many of the investigators for surrounding counties, especially San Mateo, where salaries and overtime pay are much more favorable. Our salaries are among the lowest in the state, and the absence of overtime makes it difficult to keep good people interested in helping others.

4. HOLIDAY PAY

This office must be open around the clock, including holidays and weekends. Autopsies must be performed daily. Our work load is such that to fail to perform autopsies on a given day would produce an unmanageable work load for the following day, not to mention interfering with legal investigation of death and the burial of the dead.

BUDGET EXPLANATIONS

FISCAL YEAR

MEDICAL EXAMINER-CORONER

DEPARTMENT, BOARD, OR COMMISSION

01 001 74 00 00
FUND FUND DEPT DIV SEC
GROUP

1979-80

If the persons doing these jobs were ordinary Civil Service employees, they would have holidays off. There are no other county employees with similar jobs with whom they can be compared because of the unique nature of the work done here. Many of our people, some professionals with specialty training, do not get any special pay, risk pay, overtime, or any other reward for doing their jobs. It is not that we need a reward as an inducement to do a good job, but it is unreasonable to pay other departments or other employees holiday pay, when these individuals must work at the regular rate. If this were not an emergency facility, there is no question that we would be closed on weekends and holidays such as Christmas, but we are not; we must work these days, and I feel that everyone who is required by the county and the department to work on such a holiday should be paid the same benefits.

HOLIDAY	1978/79	Days	
3 - 1440-1464-2524	\$ 74.00	11	\$ 2,332
1 - 2522	78.64	11	865
2 - 2230-2232 PR	228.45	11	4,579
6 - 2580	104.30	11	6,884
			<u>\$14,660</u>

5. TEMPORARY SALARIES - SICK RELIEF

Because of the difficulties presented by the hiring system of the county that cause delays, and the fact that we are an agency which must work around the clock, there is frequent need for an immediate replacement of a position. Under the regulations, this must be from the 120 account.

There are a limited number of employees in this office who must be replaced immediately when they are absent, whether due to illness, vacation, or a courtroom appearance. Good management, of course, calls for careful review of these positions before such replacement is allowed. The list of such personnel follows. Oral authorizations are established for the investigators

and one 4-12 p.m. office clerk. We need sufficient fundings to maintain these replacements throughout the year.

The medical examiner-coroner's office must operate 24 hours per day, 7 days a week. It is necessary to maintain a two-man ambulance crew for each of these eight-hour shifts. Autopsies must be performed daily. Since the average autopsy takes between 30 minutes to one hour and we average 7 autopsies daily, we cannot put off autopsia for a day, since this would produce an insurmountable work load for the next day. In addition, trauma cases, homicides, and infectious diseases must be examined as soon as possible after death, since many changes can take place in the body with time that compound the difficulties of identifying drugs, injuries, chemicals, and confuse the understanding of injuries. Criminal investigations require the rapid accumulation of data pertaining to the death in order to direct the investigation and judicial proceedings.

Of course, some autopsies take hours to days to perform, but these occur at such frequency as to allow us to work them into our schedule or to have one forensic pathologist handle that case. In fact, I usually do most of these more involved cases. The investigating deputy must be well-trained and experienced in the interpretation of the death scene and body. Otherwise, errors at the scene can make the diagnosis much more difficult, if not impossible. Such errors cost time and money, as well as potentially obscuring a criminal act. Therefore, when one of these individuals is absent on an acute basis, we need adequate funding to replace him immediately. The estimate is based on the rate experiences over the past years, and includes both vacation replacement for mandatory positions as well as expected absences. No request is indicated in the budget due to proposed reduction. The impact of this funding leaves the office without sufficient coverage.

6. JURORS' FEES

Normally, no jury is utilized for the approximately 100 coroner's inquests held yearly. However, since many of these cases involve considerable emotions, public opinion and potential civil suits, it is to the county's advantage to have a jury verdict in selected cases. In addition, under California law, there are six offices that can order the Coroner to hold an inquest on a particular case, so that a jury might be required at any time.

This fund is so low that I must reserve it for as long as possible. While I was on military leave, the acting coroner did not use a jury (1973-74), but I will continue to utilize one since I must maintain some proficiency in selecting and dealing with jurors.

CITY & COUNTY OF SAN FRANCISCO

BUDGET EXPLANATIONS

FISCAL YEAR

1979-80

MEDICAL EXAMINER-CORONER
DEPARTMENT, BOARD, OR COMMISSION

01	001	74	00	00
FUND	FUND	DEPT	DIV	SEC
GROUP				

We must have a minimum of six jurors. By calling ten, we are better assured of having this minimum. Since we must pay the jurors whether we have the minimum or not, I think it wiser to call less than ten at a time. (We usually call 12 to ensure this minimum). If more than one jury is needed in a year, we will have to use a supplemental budget request.

7. FRINGE BENEFIT - RETIREMENT

Depends on number of people required to reduce the budget is cut.

8. FRINGE - SOCIAL SECURITY

9. HEALTH SERVICE

10. UNEMPLOYMENT

11. UNEMPLOYMENT ADMINISTRATION

12. LOCAL SHARE GRANT MATCH

14. MAINTENANCE AND REPAIR OF OFFICE EQUIPMENT

13. TRAVEL EXPENSES
- \$175 for Dr. Boyd G. Stephens, Chief Medical Examiner-Coroner, to attend State Coroner's Association meetings as provided for in Government Code Section 29160.
- \$500 for Dr. Boyd G. Stephens, to attend the National Academy of Forensic Sciences meeting held on the East Coast. This meeting is attended by all major medical examiners and other representatives of the Forensic Science community to present and exchange scientific information pertaining to modern advances and developments in the field of legal medicine and the criminal justice system.

In accordance with Section 6 of the Charter of the City and County of San Francisco, travel expenses to the

State and National Conventions shall be assumed by the county. For several years, the actual costs of these trips have been considerably greater than the budgeted amount.

According to the Government Code of California, Section 29610, this is to be a county charge, yet the costs are such that the amount of money budgeted does not pay the costs of travel, registration, and food. In fact, the amount does not pay for one meeting, and there are two per year. The costs of the national meeting far exceed the amount allotted. In each of these cases, I personally pay the additional costs. These meetings are primarily for the benefit of the county, since it is here that legislation and changes are prepared or resisted, exchange of information regarding cases and methods, grant information and activity, as well as funding and interdepartmental information is exchanged.

Since the size of these meetings changes from year to year, the costs of travel also change, yet the relative amount of county funds is generally fixed. By taking an active part in these meetings, there can be many benefits directly for this office and the county.

Most of the equipment in this office is old and worn beyond its normal life expectancy. There is no regular replacement program nor is there a routine preventative maintenance program so that the equipment is simply used until it fails. With the increasing wear, repairs are more frequent and costly. We do not have any reserve equipment; all of it is used daily. In some cases, individual units are bringing their own equipment because the city equipment is so worn or broken. With parts and charges for replacement increasing, the estimated costs for the office equipment per se is \$450 for the next year. Two electric typewriters, which produce most of our official records, require a separate service contract which costs \$200 a year.

A new dictation system was made necessary because the old unit was failing with increasing frequency, and we were losing irreplaceable medical-legal dictation of cases. Although we still have some work to do on the microphones, the recorder system has made a tremendous difference. The service contract for this equipment is \$275/year. To us, this is extremely important in the aspect that this equipment records the dictated autopsy and microscopic findings. In an autopsy, there is no way of going back and accurately redictating the measurements and findings, since many of these things are changed or destroyed during the procedure. The presence or absence of one item may be of considerable importance in the adjudication of the case in court. Therefore, this equipment must be checked and kept in service. We do not have a backup system. Therefore, in the case

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of failure, not only do we lose that dictation, but we cannot proceed until the equipment is repaired.

The dictating equipment requires a service contract which will cover all repairs or replacements, except damage secondary to misuse or fire. Having an ongoing service contract will extend the useful life of the equipment, as it will for most instruments, for 2-3 years. It will cover the primary recorder and three recorder-transcribers. Such a program represents sound management and I strongly urge its approval.

15. OTHER EQUIPMENT MAINTENANCE

With the passage of time and increasing demands on the department, we have more equipment, of more expensive and involved nature, which frequently requires more expensive repairs.

Almost all scientific laboratories have a preventative maintenance program to protect and prolong the useful life of their delicate and accurate scientific instruments. San Francisco does not. As a result, the temporary monetary savings of the past few years is not being lost because of rapidly increasing incidents of instrument failure. In addition, working time is being lost because of the lack of proper instrumentation and the necessary application of normal productive work time for instrument repair. This obviously represents improper management and is secondary to the maintenance decisions made by persons who are not familiar with this management concept.

In this office we cannot accept any determination that is not as accurate as the current scientific capabilities can make it, since these determinations ascertain whether the death is due to an accident, suicide, or homicide. These determinations directly relate to the welfare of the community.

The cost of instrument repair is rising very rapidly, reflecting salary increases for technical personnel. The travel costs for an instrument technician is \$60 simply to look at an instrument. They charge approximately \$50 per hour, plus parts. Therefore, a simple job such as stringing a cable for our DK-2 can easily cost \$110, while the actual part costs slightly over \$6.

16. CLEANING, LAUNDRY AND TOWEL SERVICE

Detection of a dangerous, infectious disease, followed by the proper steps to protect the public, is an important function of the coroner. However, he also has a responsibility to protect his personnel. Proper cleaning and laundry are extremely important in this aspect and should be continued. Increasing costs require additional funding. We know and can estimate fairly accurately, the yearly cost for this service. I would point out that we have been able to obtain a washer and dryer, and that we do some of our laundry here to save costs, but that we simply cannot wash all the material.

Finding a commercial laundry to accept our laundry has always been a problem. For several years, the Ambassador Laundry has accepted the laundry and charged by the number of sheets, towels, lab coats, etc. In September, 1978, they adopted the policy of a flat \$25.00 per pick up. We have to have the laundry picked up at least twice a week, which resulted in a charge of \$200 per month for the laundry, or over \$2,400.00 per year. After numerous phone calls to the various laundry establishments in the bay area, we found that they would not even take the laundry because they do it on an exchange basis and they could not use our sheets, etc., as exchange because they are soiled and blood-stained and sometimes even contagious.

We finally contacted San Francisco General Hospital and they agreed to do the laundry for a fee of \$100 per month or \$1,200 for the year. We were only allowed \$800 in the previous budget for this service. It will be mandatory that we at least get the \$1,200 to cover the cost of the service through the hospital.

17. TELEPHONE SERVICE

The general costs of telephone service have increased. Although we restrict phone usage and review each bill, there is no method of reducing this basic charge. In addition, the Police Department is in the process of reconstructing their phone system, which we share part of the facilities, to a "911 Centrex System." This proposed change will increase the phone costs by a yet unknown amount. It is

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indicated that this system will be operational in the last half of the budget year. This will be a real increase that we must absorb and cannot avoid.

In addition, we now make the primary notification of death by direct telephone call, without making the call "collect." Because of severe budget restrictions, we have had to use this system in the past, although we do not wish to do so. As would be expected, there have been numerous complaints.

Every effort will be made to protect and keep expenditures to the lowest possible. All phone calls to families outside this immediate calling area, except for the initial notification call, will continue to be made collect. Whenever possible, initial notification will be made through police or sheriff departments. Mail is used for correspondence, whenever possible.

Since San Francisco draws so many people from other areas, death notification is a frequent problem that must be handled in a humane and rapid manner in order to start the grieving process and still allow the family as much support and dignity as possible.

18. POSTAGE

Postage and telephone rates continue to rise. Since telephone and teletype have become so expensive, we rely on the mail more and more. Both our volume and costs have increased slightly.

19. COPY MACHINE

The medical reports of this office, which are required by law, are frequently requested by families or the judicial system. By county ordinance, we must charge for these certified copies and the monies are returned to the Controller. Effective last year, the office was allowed a budget item of a copy machine. At the current rate of \$5 for each of the up to four parts of our report, the projected income to the City for this fiscal year will be approximately \$11,640. The yearly cost of the machine is \$2,720, so that besides being a necessary office item, this is a significant source of income for the county. This is a mandatory requirement because these reports are required by the judicial system.

20. PRINTING

Not applicable.

21. OFFICE MACHINE

See No. 19, "Copy Machine," above.

22. USE OF PRIVATE VEHICLE

I am on call continuously, and respond to approximately 60% of the homicides, as well as numerous of the other sudden deaths that occur in the county. The administrative coroner is also on call for administrative and personnel problems, as well as full responsibility in my absence. Whenever my city vehicle is out of action for any reason, I must drive my own vehicle for city business. Over the last few years, the city vehicle, which now has over 110,000 miles on it, has been out of service for as long as a month at a time. When I requested repayment for my vehicle use, I was told that this could not be done since it was not mentioned in the budget. I do not plan to use this money, but I cannot predict a vehicle failure, except to say that the chance of such an occurrence is relatively high, and there should be no reason that I should not be paid mileage for the mandatory use of my own vehicle for county business. Total cost: \$50.

MAINTENANCE AND REPAIR OF STRUCTURES

Even if the total costs of the equipment were to be charged to the City, the volume of copies supplied to criminal attorneys, or physicians for court testimony, and the copy material required for inter-office function would require and justify the equipment.

The availability of immediate copies has markedly increased our sales. Many families will buy the reports to read later, but frequently will not wait for it to be copied and sent to them a week or more later.

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These stretchers will require some repairs this year, and we will be spending the entire budgeted amount. Some of the repairs we do ourselves to save money, with the only expenditure being the cost of parts. We will be spreading these repair costs out over several years, so this item should not be reduced. Total cost: \$35.

TELEPHONE DIRECTOR SERVICE

This budget item pays for a "reverse directory" which is a necessary item. It allows us to find and contact relatives, check addresses and phone numbers, and to confirm calls that we are suspicious of being false. There has been a recent increase in the cost for the current year from \$151 to \$200. Although allotted \$150, the actual charge for this necessary item is \$199.

TRAINING

This fund would allow members of this office to go to certain approved training meetings in conjunction with the peace officers' standardization program and the Association of California Coroners. Because there was no funding available for training, the members of this office have lost their peace officers' status, a very serious loss. Without an ongoing training program, there is no feeling of professionalism and little personal respect on the part of the investigators. Without an ongoing training program, they make the same costly mistakes that their predecessors made and have a greater chance of missing an important factor in a death, including missing a homicide. In addition, without training, the quality of investigators decreases, so that theft of valuable property becomes more likely.

This is the second year we have had a training program for this office. We chose to include the District Attorney and Public Defender staff in part of the program, since they frequently deal with this office, and need to know some of the basic laws, medical terminology, and forensic information that the deputies also use. This fund is primarily for sending deputies to courses or training programs for which there is a registration fee, materials fee, or meals in an outside program. These would be approved programs in the peace officers' training program or from the California Association of Coroners or similar organization.

Without an ongoing training program, each person does what they see or think is the easy or proper way of doing something—not the departmental or legal way—so that there is considerable confusion and lack of departmental uniformity. Total cost: \$375.

POCKET PAGER SERVICE

The Coroner is required to be immediately available at all times, except by prior arrangements. However, when I am at meetings, clinics, or in a hospital, etc., I am not available because I cannot be contacted within a reasonable time. The hospital's paging system is limited and messages are frequently pinned to a board where it may be hours before I see them. Some means of rapid communication is needed so that I can respond immediately to the scene of a suspicious death or homicide. The pocket pager is a small radio receiver which emits a tone allowed by voice communications. This message may be a phone number to call, a request to respond to a death scene or any other situations requiring immediate action. The pager has a stated range of fifty miles. By actual trial, it has proven itself effective throughout the city and as far north as Palo Alto. I feel it is a necessary and reasonable item in order to provide continuous 24-hour availability. The monthly cost is \$24.00 x 12 = \$288.

OTHER CONTRACTUAL SERVICES

American Medical Association Journal	\$28.00
Journal of Forensic Sciences	48.00

These journals are absolutely necessary for the proper function of this office as they contain the reports of investigations and experimentation, pertaining to medico-legal cases throughout the nation. These reports of new medical information pertaining to diagnosis and treatment, complications of treatment, investigation into sudden and unexpected deaths, criminal investigation, methods of analysis of drugs and other evidence is exactly the type of material that we need to improve and document the testimony we give in court and the quality of work we do. Our determinations are directly related to the cause and manner of death, and this determination must be right. This is extremely important to the families involved, and to the judicial system. There is no time available to this busy office to go to the library for research; there is no staff to do that research; and many times you read an article that becomes of importance to you in the future—frequently in the field at the scene of death. Therefore, this item should be continued, and in the future, expanded.

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PREPARING ANNUAL REPORT

The data obtained from the Coroner's study of the nature of death in the City is used by many local, state, and federal agencies as a basis for sizable grants to study, treat, or correct problems detailed in coroner's statistics.

A large amount of data is present in the Coroner's records that is never retrieved and published for community use. This type of information can be responsible for bringing more research grants and employment to San Francisco, as well as guiding local expenditure of funds to correct a local problem.

These notes would be used for preparation of graphs, data charts, and other statistical analysis and reduction of the data into forms that can be readily utilized by the various local agencies in determining the health and psychiatric problems of the community.

TOXICOLOGY, OUTSIDE TESTS

There are approximately 30,000 common drugs and chemicals available in the Western United States--any of which may be involved in a death. Some of these drugs or chemicals can easily be detected, others are more difficult, and some cannot be detected in the body, but have to be suggested by investigation. Some analyses we do routinely and some we do in special circumstances, but have to make up reagents and testing conditions special for the determination. Many of them, however, occur infrequently, so that it does not pay to maintain or buy the special reagents to perform the analyses. As an example, inulin may be responsible for a death--either by too little or too much. In this example, inulin or exogenous origin can be detected fairly easily by radioimmunoassay; however, the reagents cost approximately \$30 for twenty determinations, and once diluted, are only good for 30 days. During this time, there may or may not be another analysis for inulin. Hemolysis, suicide, and accidents may all be caused by this agent, so that the amount in the body can be of great importance. It is more logical to send this type of analysis out to a reference forensic analytical laboratory that does many determinations and can maintain the reagents and equipment. What we do now is to buy the reagents and take the test to a colleague's laboratory for counting the radioisotope level, or ask them to run the test gratis, which they usually do. However, because of

23.

BOOKBINDING

This office is required by law to prepare and maintain our records of investigation and medical examination of all individuals falling under the jurisdiction of the Coroner (Government Code 27462, and others). We have no direct control over the costs of labor and materials necessary to bind these records in order to make them permanent records. They must be able to withstand repeated handling, as they are frequently referred to or copied as legal records. We do not currently have the capability to microfilm, so we must assume that these records will be in this form even into historical time.

The contract price is the lowest available for quality work, and we have not been able to find any lower. The cost continues to rise each year. Since we must spend this amount, it makes no sense to reduce it below the known amount. It may well be advantageous to the county to consider microfilm storage with print retail capability for these documents.

24.

STATIONERY - OFFICE SUPPLIES AND INVOICES

Although the number of autopsies performed each year has remained the same or decreased slightly, the quality of investigation and autopsy examination has increased considerably. In addition, the nature of the judicial requirements for court and the difficulty of the cases being handled by the office have both increased tremendously. As a result, the length of the average report has

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increased, and the relative amount of paper required to perform the investigation, autopsy, microscopic, laboratory, and toxicology reports has increased by approximately one-third over the past several years.

In general, there is a wealth of highly useful and important data generated in this department, but extracting it and relating it back to the medical profession and the judicial system is difficult. We have started a series of programs designed to compare and look for the common factors in certain homicides. This work is in conjunction with the homicide bureau, and it is hoped that it will aid in the investigation and solution to series of crimes. We also are required to submit reports to various agencies, and in support of the teaching hospitals in the county, routinely return copies of our autopsies to those hospitals on cases relating to their patients.

The costs of paper, stationery, register pages for our legal records, and other paper products has risen, and these items make up the majority of this item. We make every effort to maintain and reduce paper use where possible.

25. AUTOPSY AND PATHOLOGY MATERIALS

There has been a major accent placed on the quality of forensic pathology in this department over the last few years. This is because of the importance that the scene investigation and the forensic autopsy in the determination of the cause and manner of death, and its contribution to the judicial process. Because of the importance of the questions being asked-both by the courts and the families involved-we have placed a greater emphasis on this department. Some of the equipment is outdated or badly worn, but we feel that we can maintain this budget item at the same amount. Total Cost: \$5,000.

26. HOUSEHOLD - See #399

27. TOXICOLOGY MATERIALS

Drug-related deaths constitute a major portion of the investigation of deaths in this office. This is because of the presence of more drugs and more mixtures of drugs in our cases. The presence or absence of drugs is now a common and important aspect of acute death investigation in our community. The results of this analysis are frequently the only documentation and, therefore, the basis

for the determination of the manner of death as to accident or suicide. By state law, the Coroner or Medical Examiner is required to make this determination. In addition, this information is of vital interest in the courtroom presentation pertaining to the emotional or physical status of the individuals involved, frequently both victim and suspect, in relation to the capacity to differentiate right from wrong and the consequences of an action in the defense or prosecution of a case. Therefore, this information is frequently the basis for refuting or supporting a statement of diminished capacity.

In addition to the above, this data is the basis for identifying the presence, nature, and extent of the drug abuse problem in the community. It is the necessary data that is required to add to the drug treatment data to evaluate this problem, and to formulate an action. It is the basis for the identification of dangerous interactions between drugs, or the presence of dangerous industrial health hazards. An obvious example is the type of examination that is required in a problem such as the Legionnaire's Disease, where, in some of the cases, no analysis whatsoever was done. These early deaths could have held the key to the identification of the etiology of the condition, a compound that was eliminated from the tissues of later victims. Therefore, much of our data is related to local as well as national importance. Factual data is frequently a basis for granting action.

The operating costs for this department have been increasing yearly, partly because so many of the solvents and reagents are related to the petroleum industry, partly due to general cost increases, and partly because of the increasing work load on this department. The work load changes have been documented in the annual report of this department. The requirements for careful and complete drug analyses are increasing in this office. This is related to the requirements of both the courts and the community for both complete and accurate analysis. These results must be exact and accurate beyond question. We cannot accept results that are not accurate, not quantitative, and not controlled, as is done in some other laboratories in the county. Since these data can determine accident, suicide, or homicide, they must be the most complete and accurate possible.

With the addition of the requested toxicology for the department, additional funding for supplies is needed. Increasing the staff of this department is necessary to replace the work load taken up by the research program that was completed last year, and to reduce our waiting time from two to eight weeks for toxicology results. Since cases must be taken to court within 10 days of charging, we frequently do not have the toxicology results.

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Obviously, this is a problem directly relating to the judicial system of the county.

For some time now, this budget has been far below the actual expenditures for the purchase of supplies. The yearly costs of the compressed gases used by the gas chromatographs was nearly 2/3 of the allotted budget. Solvents use more than the remainder. We have to borrow the reagents needed, which is not practical. This increase is realistic to allow for the purchase of the supplies really needed to do the work required, and to let us update some of our methods to keep up with the changing technology and analytical methods. The figure is real, and should not be reduced or compressed with past expenditures.

28. FUELS, LUBRICANTS, OILS AND WAXES

Increasing costs of petroleum-related products are reflected in the indication by Mr. Sheehan of the Purchasing Department that we should increase the allocated costs per unit for gasoline and oil. Based on our use rate, the allocated \$0.35 per gallon for gasoline and \$0.35 per quart of oil, plus the costs of lubrication of the vehicles, we can project the above amount as the most probable expenditure by this department.

29. OTHER MATERIALS AND SUPPLIES

TIES AND TUBES

Because of increased mileage requirements for increased investigation, we find that there is a slight increase in tire wear. However, the costs have increased for the same number of tires. Unless two new vehicles are allocated, allowing us to decrease this tire need to \$250, we will require \$500.

SHEETS AND SHROUDING

We use sheets to cover all bodies in this office at all times, except when they are being autopsied. There are several reasons, the primary one is that it is the humane thing to do; the second is that it reduces drying of the body, which could be cause for difficulties in preparation for the funeral. Since we do not do any preparation work ourselves, this could be a basis for complaint against the City. There are others, but these are the main ones. These sheets are laundered and reused until they are worn out.

Approximately 30 to 35% of this item is used for shrouding, which is used to bury the indigent individuals interred at county expense. The recommended amount reflects the evident and increasing costs of procurement, not increased use.

CLOTHING AND INDIVIDUAL SUPPLIES, SURGICAL

This item in the budget buys the protective clothing used during autopsies. Because of the surgical nature of the autopsy, and the risk of infectious contamination or soiling of personal clothing, we require that the forensic pathologists and the autopsy assistants wear the protective clothing called scrub suits. Over the last six months the cost of the gowns alone has increased from \$52 per dozen to \$76 per dozen. This protective clothing is laundered again and again, until worn out. As with any item, however, they will require replacement from time to time. With our work load, doing autopsies twice daily, but almost continuously, this clothing is in very bad condition. To avoid replacing a small fraction of the clothing, we will require \$350.

With the help of the Central Shops and the Mayor's Disaster Office, this department has prepared and outfitted two "Disaster Trailers," which contain the necessary supplies to collect the evidence, personal property, and bodies of a multi-death scene. These trailers can be towed to the scene, and therefore, free the ambulance for transport of bodies. In addition, they contain the necessary materials to protect the scene and to chart where each body is recovered. They were used in the Garland Apartment fire. Each has the capacity of helping recover, locate, tag, and chart the location of approximately 50 bodies. In the event of such a disaster, they could be vital to the successful and logical investigation and recovery, which can relate to what did or did not happen to cause the deaths. These units were essentially prepared at little cost to the City. However, they are not complete.

NEW ELECTRIC TYPEWRITER

A secretary for the Chief Medical Examiner-Coroner was approved almost two years ago. However, up to this time, meaningful allowance for a typewriter has not been given. Since one of her primary functions is typing and preparing documents and letters, a typewriter is a basic instrument. Allowance for a Royal 18 inadequate to the work load of the department, and checking with departments that have obtained these units suggests that they are uniformly unsatisfactory because they cannot withstand the heavy work load. I am also impressed by the singular paucity of the typewriter in some offices in City Hall that are only used occasionally--instead, what I see are numerous Selectric and IBM units.

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Our work load is heavy, and there is no allowance for prolonged down time due to faulty or inadequate equipment. Therefore, the unit fitting our needs is an IBM Selectric II, correcting with dual pitch and replacement ball.

I.B.M. Selectric Typewriter, \$725, tax 10% \$850.00

BAGS, BODY DISASTER

In 1968, the County Funeral Directors Association and several individual directors in the county contributed \$1255 to the purchase of plastic disaster bags designed to contain damaged or decomposed human bodies. These bags were purchased through the county via surplus government property. These bags have been held in case of disaster, and used sparingly over the years. We are now rapidly approaching the end of the supply at hand, and frequent checks with government surplus over the past few years have not been successful in obtaining any additional supply. We will be forced to purchase these items on the open market. Because they are plastic and of heavy, special construction, they are expensive. We use approximately 200 to 250 per year for homicide, accident, or suicide and decomposed bodies where there is considerable fluid excreting. We must have these items.

Our plan is to ask the funeral directors to pay for the bag, which currently will amount to \$8.25 each in volume. There will be a significant number which will have to be paid for by the county because burial will be by the county. The funeral director will probably pass this expenditure on to the family involved.

We will run out of our currently available supply during this next budget year, and I would like to have at least a year's supply on hand since these would only be purchased on a yearly basis as a budget item, and in case of a number of deaths as a result of a local disaster.

UNIFORM ALLOWANCE

\$200 per Investigator x 10 = \$2,000

It is my understanding that all other city agencies, such as fire and police, receive uniform allowance. The deputy coroners are required to wear a uniform while on duty. They also wear a badge indicating that they are peace officers, and acting as county officials under the

jurisdiction of the Coroner. They are not, however, given uniform allowance by the City nor are they given replacement coats, foul weather protection or protective coveralls for work in cold and inclement conditions. All too frequently, the consideration is that these individuals simply lead a body into an ambulance, when in reality they frequently enter burned buildings, work in the rain, or in other unfavorable conditions just as firemen, police, or ambulance stewards are required to do. The only difference is that their jobs at the scene are different, but they all go. I feel that it is the responsibility of the City to insure their employees have the appropriate tools, equipment, and uniform allowances necessary to do their job. This allowance would allow \$200 per man, per year, which is approximately the cost of one complete uniform.

30. MEMBERSHIP DUES

California State Coroner's Association

National Medical Examiner-Coroner's Association.

31. OTHER FIXED CHARGES

Veteran's burial and widows of veterans.

32. EQUIPMENT

Not allowed. 2 electric typewriters, if possible.

Auto Maintenance.

33. The frequency of breakdown is high and is expected to go even higher with each passing month. If we require dependable equipment in order to respond to the scene of a death at any time this equipment must be kept serviceable. The Central Shops recommends \$2,200 as our budget request.

34. PRINTING - REPRODUCTION

Various forms required for Medical Examiner handled through Reproduction Bureau, Purchasing Department.

MAINTENANCE AND REPAIR OF LABORATORY EQUIPMENT

In spite of the increased instrumentation, this department is the most frequent cause of delays in preparing our reports. With the increasing pressure on the judicial system to give prompt

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justice, it is more and more frequent for a case to go to preliminary hearing in court, and our report not be finalized, which means that the District Attorney and the Public Defender or private attorney do not have the facts on which to base their arguments for prosecution or dismissal. This has and will cause increasing problems in this next fiscal year.

Currently, I do a good deal of the instrument repair myself. Much of this is taken from, some of it is done during the day by the repairmen, other obligations. Some of it is done by the technologist again at the expense of their regular work. We do not have a choice, however, since there are no funds to pay for these repairs. The equipment has deteriorated to the point that we are paying up to half the cost of a new item per year on repairs. Our recording spectrophotometer was broken and out of service for almost a year while we went through the lengthy process of obtaining supplemental funding. Even then, the amount of money was not sufficient to complete the repair, so that I had to complete the work. This is, however, an example of the lack of an ongoing preventative maintenance program resulting in small problems becoming large, expensive ones.

EDP DATA ANALYSIS (STATISTICAL)

Much of the data published by the Department of Public Health, police, state, and national agencies pertaining to drug abuse, drug deaths, suicide, homicide, and certain disease states in this community originates at this office. Since we do not have an effective information retrieval or storage system, we cannot effectively utilize the raw data we generate. As a result, portions of these data are released and, in many instances, molded as necessary to fit the mold beneficial to the individual user. Other important data is not retrieved. It would be of direct benefit to the community to properly assess this information so that complete and unbiased details could be provided in computer form. To start on the EDP program would involve the following:

- A. Data conversion \$ 900.00
- B. Program development 2,100.00
- and production 1,900.00
- C. Systems analysis

\$4,900.00

WORK PROGRAM SUMMARY

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*TOTAL LESS NON-BUDGETED REVENUES.

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PROGRAM OF FUNCTION	1978-79				1979-80					
	APPROVED	POS.	BASE	POS.	FIRST ADD-ON	POS.	SECOND ADD-ON	POS.	THIRD ADD-ON	POS.
A. POL. & FIRE COM.	\$ 1,157,756	43	\$ 1,136,701	33	\$ 1,148,895	35	\$ 1,160,551	37	\$ 1,166,916	38
B. RADIO	436,430	15	401,233	13	411,549	13 1/2	417,688	14	419,667	14 1/2
C. MECHANICAL	114,590	4	112,357	3	106,787	3 1/2	108,032	3 3/4	108,032	3 3/4
D. TRAFFIC	662,484	21	677,192	20	677,192	20	677,192	20	677,192	20
E. PARKING METER	591,847	28	594,749	26	594,749	26	594,749	26	594,749	26
F.										
G. Administration	151,730	5	156,100	5	156,100	5	156,100	5	156,100	5
H. Unallocated Costs	74,206	1	68,524	1	68,524	1	68,524	1	68,524	1
I. Equip/Cap. Outlay	10,975									
GROSS BUDGET*	\$3,200,018	117	\$3,146,856	101	\$3,163,796	104	\$3,182,836	106 3/4	\$3,191,180	108 1/2
REVENUE										
Ad Valorem	\$1,630,816		\$1,704,947		\$1,710,028		\$1,726,423		\$1,657,767	
State Subventions	---0---		---0---		---0---		---0---		---0---	
State Grants	---0---		---0---		---0---		---0---		---0---	
Salary Savings	145,978		332,516		268,421		211,324		178,514	
Fees and Charges	32,035		32,000		32,000		32,000		32,000	
Other Revenues	1,391,189		1,077,393		1,153,347		1,213,089		1,322,899	
TOTAL REVENUE	\$3,200,018		\$3,146,856		\$3,163,796		\$3,182,836		\$3,191,180	
EXPENDITURE DETAIL										
A. Permanent Salaries	\$2,207,435		\$2,221,352		\$2,221,352		\$2,221,352		\$2,221,352	
B. Other Personnel Costs	143,826		140,177		137,743		138,120		138,120	
C. Mandatory Fringe Benefits (Net of Salary Savings)	577,265		550,663		568,227		584,148		593,392	
D. Direct Service Contracts	2,472		2,822		2,822		2,822		2,822	
E. Operating Expense	178,883		157,706		159,516		162,258		161,358	
F. Services Other Dept.	79,162		74,136		74,136		74,136		74,136	
F. Equip/Cap. Outlay	10,975		---		---		---		---	
GROSS BUDGET*	\$3,200,018		\$3,146,856		\$3,163,796		\$3,182,836		\$3,191,180	
G. Less Salary Savings	(145,978)		(332,516)		(268,421)		(211,324)		(178,514)	
H. ACTUAL BUDGET	\$3,054,040		\$2,814,340		\$2,895,375		\$2,971,512		\$3,012,666	
I. Permanent Employment	117		101		104		106 3/4		108 1/2	
J. IDWO Employment	1		1		1		1		1	
K. Grant Funded Empl.	---		---		---		---		---	
L. Other Employment	2		2		2		2		2	

PAGE 2

WORK PROGRAM SUMMARY

*TOTAL LESS NON-BUDGETED REVENUES.

DEPARTMENT, BOARD OR COMMISSION

1979-80

PROGRAM OF FUNCTION		APPROVED	FIFTH ADD-ONS	POS.	POS.	POS.	POS.
A. POLICE & FIRE	\$1,157,756	43	\$1,218,062	43			
B. RADIO	456,450	15	447,006	15			
C. MECHANICAL SERV.	114,590	4	117,336	4			
D. TRAFFIC	662,484	21	683,312	21			
E. PARKING MEMBERS	591,847	28	624,142	28			
F.							
G. ADMINISTRATION	151,730	5	156,100	5			
H. UNALLOCATED COSTS	74,206	1	68,524	1			
I. EQUIP./CAP. OUTLAY	10,975	--	--	--			
GROSS BUDGET*	\$3,200,018	117	\$3,314,482	117			
REVENUE							
Ad Valorem	\$1,630,816		\$1,932,113				
State Subventions	--		--				
State Grants	--		--				
SALE SAVINGS	145,978		32,000				
Fees and Charges	32,035						
Other Revenues	1,791,189		1,350,369				
TOTAL REVENUE	\$3,200,018		\$3,314,482				
EXPENDITURE DETAIL							
A. Permanent Salaries	\$2,207,435		\$2,221,352				
B. Other Personnel Costs	143,826		184,580				
C. Mandatary Pfringe Benefits	577,265		646,908				
(Net of Salary Savings Benefits)							
D. Direct Service Contracts	2,472		2,822				
FACILITIES MAINTENANCE							
E. Operating Expense	178,883		170,684				
SERV. OF OTHER DEPT.	79,162		74,136				
F. Equip./cap. Outlay	10,975		--				
GROSS BUDGET*	\$3,200,018		\$3,314,482				
C. Less Salary Savings	145,978		--				
H. ACTUAL BUDGET	\$3,054,040		\$3,314,482				
I. Permanent Employments	117		117				
J. IDMO Employments	1		1				
K. Grant Funded Empl.	--		--				
L. Other Employments	2		2				

ELECTRICITY
 DEPARTMENT, BOARD OR COMMISSION

Name of Program or Function **POLICE & FIRE COMMUNICATION**

Program Description:

MAINTENANCE AND OPERATION OF THE CITY'S FIRE & POLICE NON-RADIO COMMUNICATIONS, INCLUDING CONTROL CENTERS, FIRE STATIONS, FIRE BOX ALARM SYSTEM, POLICE CALL BOX SYSTEM, PRIVATE TELEPHONE SYSTEMS, TELETYPE SYSTEM, AIR RAID WARNING SYSTEM AND THE OVERHEAD LINES AND UNDERGROUND CABLES SERVING THE ABOVE SYSTEMS.

Identification from Summary **A**

Program Outputs:

Unit

- A.
 B.
 C.
 D.
 E.

II. EXPENDITURE DETAIL

A. Permanent Salaries	\$ 743,618	\$ 762,094	\$ 626,234	\$ 669,116	\$ 710,338	\$ 732,609
B. Other Personnel Costs	70,120	77,511	78,773	78,773	78,773	78,773
C. Mandatory Fringe Benefits	191,764	218,096	187,525	199,719	211,375	217,740
D. Direct Service Contracts	--0--	928	928	928	928	928
E. Operating Expenses	26,812	45,311	35,075	35,075	35,075	35,075
F. Facilities Maintenance	--0--	--0--	--0--	--0--	--0--	--0--
G. Equipment & Cap. Outlay	4,405	6,190	600	600	600	600
H. SERVICES OF OTHER DEPARTMENTS	845	600	600	600	600	600
I.						
J. TOTAL REQUESTED FOR THIS FUNCTION	\$1,037,564	\$ 1,110,730	\$ 929,135	\$ 984,211	\$1,037,089	\$1,065,725

III. EMPLOYMENT DETAIL

A. Permanent Employments	42	43	33	35	37	38
B. IDMO Funded Employments	--0--	--0--	--0--	--0--	--0--	--0--
C. Grant Funded Employments	--0--	--0--	--0--	--0--	--0--	--0--
D. Other Temporary Employments	4	--0--	--0--	--0--	--0--	--0--
E. Full-Time Employees in Funded Positions	1	--0--	--0--	--0--	--0--	--0--
F. Part-Time Employees in Funded Positions	3	2	2	2	2	2
TOTAL	50	45	35	37	39	40

Name of Program or Function RADIO

Program Description:

THE FUNCTION OF THE RADIO DIVISION IS TO DESIGN, PLAN, SPECIFY, PROCURE, INSTALL, REPAIR, MAINTAIN, INSPECT EQUIPMENT OWNED AND OPERATED BY THE CITY & COUNTY OF SAN FRANCISCO & TO CERTIFY THAT ALL RADIO COMMUNICATION EQUIPMENT IS IN COMPLIANCE WITH EXISTING F.C.C. RULES & INDUSTRY STANDARDS.

Identification from Summary B

Program Outputs:

Unit
A.
B.
C.
D.
E.

II. EXPENDITURE DETAIL

- A. Permanent Salaries
B. Other Personnel Costs
C. Mandatory Fringe Benefits
D. Direct Service Contracts
E. Operating Expenses
F. Facilities Maintenance
G. Equipment & Cap. Outlay
H. Services of other Departments
I. _____
J. TOTAL REQUESTED FOR THIS FUNCTION

III. EMPLOYMENT DETAIL

- A. Permanent Employments
B. IDMO Funded Employments
C. Grant Funded Employments
D. Other Temporary Employments
E. Full-Time Employees in
Funded Positions
F. Part-Time Employees in
Funded Positions
TOTAL

17

16

14

144

15

134

1977-78
Approved1978-79
Approved1979-80
Requested

\$ 391,513

\$ 419,831

\$ 348,698

\$ 369,552

\$ 386,229

\$ 398,762

3,200
3,000
130--0--
4,785
300--0--
100--0--
100--0--
100--0--
100288,345
10,542
65,694
934
19,628290,789
16,734
79,595
1,544
26,084260,767
1,095
70,273
1,544
14,919271,305
1,095
73,133
1,544
22,355281,843
1,472
76,173
1,544
25,097292,382
1,472
79,052
1,544
24,1971977-78
Actual1978-79
Estimated

Base

First
Add-on1979-80
Second
Add-onThird
Add-on

ELECTRICITY
DEPARTMENT, BOARD OF COMMISSION

WORK PROGRAM DETAIL

Name of Program or Function MECHANICAL SERVICES

Identification from Summary C

Program Description:

PERFORMS THE MECHANICAL WORKS IN SUPPORT OF ALL PROGRAMS & FUNCTIONS OF THE DEPARTMENT OF ELECTRICITY IN CONNECTION WITH FIRE COMMUNICATIONS, RADIO COMMUNICATIONS, PARKING METER, TRAFFIC SIGNALS, & STREET MAINTENANCE. THIS DIVISION IS ALSO RESPONSIBLE FOR MINOR MAINTENANCE & REPAIRS OF THE DEPARTMENT'S VEHICLES, BUILDINGS & OFFICES AT 901 BANKIN ST., CENTRAL FIRE ALARM STATION & CENTRAL RADIO STATION.

Program Outputs:

Unit

A.	_____
B.	_____
C.	_____
D.	_____
E.	_____

II. EXPENDITURE DETAIL

A. Permanent Salaries	\$ 74,091	\$ 74,984	\$ 58,255	\$ 68,930	\$ 74,267	\$ 74,267
B. Other Personnel Costs	1,467	1,756	2,434	---	---	---
C. Mandatory Fringe Benefits	15,739	19,994	16,797	19,287	20,532	20,532
D. Direct Service Contracts	---	---	---	---	---	---
E. Operating Expenses	15,725	13,540	13,521	7,895	7,895	7,895
F. Facilities Maintenance	---	---	---	---	---	---
G. Equipment & Cap. Outlay	1,712	---	---	---	---	---
H.	---	---	---	---	---	---
I.	---	---	---	---	---	---
J. TOTAL REQUESTED FOR THIS FUNCTION	\$ 108,734	\$ 109,274	\$ 91,007	\$ 96,112	\$ 102,696	\$ 102,696

TOTAL REQUESTED FOR THIS FUNCTION

1977-78
Approved1978-79
Approved1979-80
Requested1979-80
Add-on1979-80
Add-on

III. EMPLOYMENT DETAIL

A. Permanent Employments	4	4	3	34	3 3/4	3 3/4
B. IDMO Funded Employments						
C. Grant Funded Employments						
D. Other Temporary Employments						
E. Full-Time Employees in Funded Positions						
F. Part-Time Employees in Funded Positions						

TOTAL

4

4

3

34

3 3/4

3 3/4

WORK PROGRAM DETAIL

Name of Program or Function TRAFFIC

Program Description:

MAINTENANCE & OPERATION OF 915 INTERSECTIONS OF TRAFFIC SIGNALS & ASSOCIATED UNDERGROUND CONDUITS & CONTROL CABLES, INCLUDING PATROLLING & PAINTING OF ALL FIELD FACILITIES.

Program Outputs:

Unit

A. _____
B. _____
C. _____
D. _____
E. _____

II. EXPENDITURE DETAIL

A. Permanent Salaries \$ 419,219
B. Other Personnel Costs 42,909
C. Mandatory Fringe Benefits 57,875
D. Direct Service Contracts 126,408
E. Operating Expenses 51,666
F. Facilities Maintenance
G. Equipment & Cap. Outlay
H. Services of other Departments
I. _____
J. TOTAL REQUESTED FOR THIS FUNCTION

III. EMPLOYMENT DETAIL

A. Permanent Employments
B. TMO Funded Employments
C. Grant Funded Employments
D. Other Temporary Employments
E. Full-Time Employees in Funded Positions
F. Part-Time Employees in Funded Positions
TOTAL

ELECTRICITY
DEPARTMENT, BOARD OR COMMISSION

Identification from Summary D

1977-78 1978-79 1979-80
Actual Estimated Base First Second Third
Add-on Add-on Add-on

\$ 419,219 \$ 418,104 \$ 419,193 \$ 419,193 \$ 419,193
42,909 42,909 57,875 57,875 57,875
57,875 117,861 126,408 126,408 126,408
---0--- ---0--- ---0--- ---0--- ---0---
48,682 51,666 51,666 51,666 51,666

\$ 584,729 \$ 631,240 \$ 635,842 \$ 635,842 \$ 635,842
---0--- ---0--- ---0--- ---0--- ---0---
700 700 700 700 700

1977-78 1978-79 1979-80
Approved Approved Requested
21 21 20 20 20

21 21 20 20 20

ELECTRICITY
DEPARTMENT - BOARD OR COMMISSION

GENERAL PROGRAM DETAIL

Name of Program or Function PARKING METERS

Resource Description:

MAINTENANCE & REPAIR OF 15,727 PARKING METERS IN SAN FRANCISCO,
EXCEPT THOSE LOCATED ON THE PROPERTIES UNDER THE PORT AUTHORITY.

Program Outputs:

Unit

A.
B.
C.
D.
E.

II. EXPENDITURE DETAIL

A. Permanent Salaries
B. Other Personnel Costs
C. Mandatory Fringe Benefits
D. Direct Service Contracts
E. Operating ExpensesF. Facilities Maintenance
G. Equipment & Cap. Outlay
H.
I.

J. TOTAL REQUESTED FOR THIS FUNCTION

III. EMPLOYMENT DETAIL

A. Permanent Employments
B. IDWO Funded Employments
C. Grant Funded Employments
D. Other Temporary Employments
E. Full-Time Employees in
Funded Positions
F. Part-Time Employees in
Funded Positions

TOTAL

Identification from Summary E

	1977-78 Actual	1978-79 Estimated	Base	First Add-on	1979-80 Second Add-on	Third Add-on
\$ 420,801	\$ 418,342	\$ 419,465	\$ 419,465	\$ 419,465	\$ 419,465	
4,087	4,916	--0--	--0--	--0--	--0--	--0--
96,968	114,872	120,294	120,294	120,294	120,294	
--0--	--0--	--0--	--0--	--0--	--0--	--0--
16,743	25,275	25,275	25,275	25,275	25,275	
--0--	--0--	--0--	--0--	--0--	--0--	--0--
--0--	--0--	--0--	--0--	--0--	--0--	--0--
<u>\$ 540,599</u>	<u>\$ 563,405</u>	<u>\$ 565,034</u>	<u>\$ 565,034</u>	<u>\$ 565,034</u>	<u>\$ 565,034</u>	<u>\$ 565,034</u>
1977-78 Approved	1978-79 Approved	1979-80 Requested				
28	28	26	26	26	26	26
<u>28</u>	<u>28</u>	<u>26</u>	<u>26</u>	<u>26</u>	<u>26</u>	<u>26</u>

ELECTRICITY

DEPARTMENT, BOARD OR COMMISSION

WORK PROGRAM DETAIL

Name of Program or Function ADMINISTRATION

Program Description:

THIS DIVISION PROVIDES ADMINISTRATION, DIRECTION & MANAGEMENT OF ALL ACTIVITIES OF THE DEPARTMENT OF ELECTRICITY & INCLUDES BUDGETING, PERSONNEL & ACCOUNTING FUNCTIONS NECESSARY FOR THE OPERATION OF THE DEPARTMENT.

Identification from Summary C

1977-78 Actual	1978-79 Estimated	Base	1979-80		
			First Add-on	Second Add-on	Third Add-on

Program Outputs:

Unit _____

II. EXPENDITURE DETAIL

A. Permanent Salaries	\$ 83,284	\$ 84,472	\$ 90,306	\$ 90,306	\$ 90,306	\$ 90,306
B. Other Personnel Costs	--0--	--0--	--0--	--0--	--0--	--0--
C. Mandatory Fringe Benefits	17,839	23,035	25,035	25,035	25,035	25,035
D. Direct Service Contracts	--0--	--0--	350	350	350	350
E. Operating Expenses	11,342	14,595	14,838	14,838	14,838	14,838
F. Facilities Maintenance	--0--	--0--	--0--	--0--	--0--	--0--
G. Equipment & Cap. Outlay	362	--0--	--0--	--0--	--0--	--0--
H. Services of other Departments	22,475	24,120	25,571	25,571	25,571	25,571
I. _____						
J. TOTAL REQUESTED FOR THIS FUNCTION	\$ 135,302	\$ 146,242	\$ 156,100	\$ 156,100	\$ 156,100	\$ 156,100

III. EMPLOYMENT DETAIL

A. Permanent Employments	5	5	5	5	5
B. IDMO Funded Employments					
C. Grant Funded Employments					
D. Other Temporary Employments					
E. Full-Time Employees in					
Funded Positions					
F. Part-Time Employees in					
Funded Positions					
TOTAL	5	5	5	5	5

ELECTRICITY

DEPARTMENT, BOARD OR COMMISSION

WORK PROGRAM DETAIL

Name of Project or Fund for UNALLOCATED COST

Identification from Summary

B

Program Description:

Program Outputs:

Unit

A.	
B.	
C.	
D.	
E.	

II. EXPENDITURE DETAIL

A. Permanent Salaries	\$ 13,603	\$ 13,672	\$ 14,616	\$ 14,616	\$ 14,616
B. Other Personnel Costs	---	---	---	---	---
C. Mandatory Fringe Benefits	3,303	3,792	4,331	4,331	4,331
D. Direct Service Contracts	---	---	---	---	---
E. Operating Expenses	4,671	2,412	2,412	2,412	2,412
F. Facilities Maintenance	---	---	---	---	---
G. Equipment & Cap. Outlay	40,902	53,442	47,165	47,165	47,165
H. Services of other Departments	---	---	---	---	---
I.	---	---	---	---	---
J. TOTAL REQUESTED FOR THIS FUNCTION	\$ 61,479	\$ 73,318	\$ 68,524	\$ 68,524	\$ 68,524
	1977-78	1978-79	1979-80	1979-80	1979-80
	Approved	Approved	Requested	Requested	Requested

III. EMPLOYMENT DETAIL

A. Permanent Employments	1	1	1	1	1
B. IDMO Funded Employments					
C. Grant Funded Employments					
D. Other Temporary Employments					
E. Full-Time Employees in Funded Positions					
F. Part-Time Employees in Funded Positions					
TOTAL	1	1	1	1	1

CITY & COUNTY OF SAN FRANCISCO

BUDGET EXPLANATIONS

FISCAL YEAR
1979 - 1980

01	001 &	75	00	00
FUND	FUND	DEPT	DIV	SEC

PAGE 1

1979-80 DEPARTMENT OF ELECTRICITY'S BUDGET SUMMARY
SHOWING SOURCES OF FUNDS AND DIFFERENT LEVELS OF FUNDING

SOURCES OF FUNDS

Gen. Fund	Road Fund	Combined Totals
01-001	01-099	

Sub Object

Description

0010	Permanent Salaries - Miscellaneous	\$ 750,465	\$ 34,893	\$ 785,268
0090	Permanent Salaries - Crafts	963,997	472,287	1,436,884
0100	Overline - Miscellaneous	20,877		20,877
0102	Overline and Holiday - Crafts	33,735		33,735
0120	Holiday Pay - Miscellaneous	73,523		73,523
0200	Temporary Salaries	493,353	24,206	517,559
1001	Temporary Fringe Benefits	2,822	151,395	154,217
1101	Professional Special Services	11,366		11,366
1100	Atco Mileage Allowance	2,822		2,822
1300	Contractual Services	11,366	4,691	16,057
1500	Materials and Supplies	99,988	50,432	150,420
1600	Fixed Charges	1,011		1,011
3000	Services of Other Departments	67,852	6,227	74,079

TOTAL - - - Department of Electricity's Budget before Salary Savings & Savings on Other Items - \$2,517,896 \$ 779,736 \$3,297,632

LESS - - - Salary Savings & Savings on Other Items:

Pos. No.	Class No. and Title	Program	Permanent Salaries	Mandatory Fringe Benefits	Total
1 - 7346	Painter	P&P	\$ 24,178	\$ 6,794	\$ 30,972
1 - 7514	General Laborer	P&P	15,790	4,644	20,434
1 - 8236	Chief Fire Alarm Dispatcher	P&P	19,262	5,565	24,827
3 - 7332	Maintenance Mechanist	P&P, M, T @ 1 EA	64,050	17,219	81,269
1 - 7308	Cable Splicer	P&P	22,271	6,365	28,636
4 - 7338*	Electrical Line Worker	P&P	82,444	23,312	105,756
1 - 7257	Communication Line Supv.	P&P	22,271	6,366	28,637
2 - 7367*	Radio Technicians	R	52,575	15,759	68,334
2 - 7444	Parking Meter Repairer	FM	29,715	8,461	38,176
16	*(Including Shift Pay & Standby Pay)		\$332,516	\$ 94,085	\$ 426,601

Overtime and Holiday Crafts
Temporary Salaries
Materials & Supplies

\$ 5,840

2,160

8,000
38,563
10,178

\$ 96,245

\$ 483,342

Department of Electricity's Budget at Base Level

455,872

27,470

483,342

\$2,062,024

\$ 752,316 \$2,814,340

* P&P = Police & Fire Communications
M = Mechanical Services
R = Radio
T = Traffic
FM = Parking Meters

1502

PAGE 2

CITY & COUNTY OF SAN FRANCISCO

BUDGET EXPLANATIONS

1979 - 1980

ELECTRICITY

DEPARTMENT, BUREAU, OR COMMISSION

001 &	
099	FUND
75	DEPT
00	DIV
00	SEC

Department of Electricity's Budget before Salary Savings & Other Items
 LESS: Salary Savings & Savings on Other Items:

No. of Pos.	Class No. & Title	Permanent Salaries	Mandatory Pringe Benefits	Total
1 - 7246	Painter P&F	\$ 24,178	\$ 6,794	\$ 30,972
1 - 7514	General Laborer P&F	15,790	4,644	20,434
1 - 8236	Chief Fire Alarm Disp. P&F	19,262	5,565	24,827
2 - 7332	Maintenance Machinist P&F, T, & M	53,375	14,729	68,104
1 - 7308	Cable Splicer P&F	22,271	6,365	28,636
1 - 7338	Electrical Line Worker P&F	61,833	17,484	79,317
1 - 7367	Radio Technician R	41,997	12,479	54,476
2 - 7444	Parking Meter Repairer PM	29,715	8,461	38,176
13	**Including Shift Pay & Standby Pay)	\$268,421	\$76,521	\$ 344,942
	Overtime & Holiday Crafts		2,160	8,000
	Temporary Salary	\$ 5,840		40,997
	Materials & Supplies			8,368
			\$78,681	

Total Salary Savings & Other Items

\$ 402,307

Department of Electricity's Budget at First Add-On

Department of Electricity's Budget before Salary Savings & Savings on Other Items

LESS: Salary Savings and Savings on Other Items:

No. of Pos.	Class No. & Title	Perm. Sal.	Mandatory Pringe Benefits	Total
1 - 7246	Painter P&F	\$ 24,178	\$ 6,794	\$ 30,972
1 - 7514	General Laborer P&F	15,790	4,644	20,434
1 - 8236	Chief Fire Alarm Disp. P&F	19,262	5,565	24,827
2 - 7332	Maintenance Machinist P&F, T, & M	53,375	14,729	68,104
1 - 7308	Cable Splicer P&F	22,271	6,365	28,636
1 - 7338	Electrical Line Worker P&F	61,833	17,484	79,317
1 - 7367	Radio Technician R	41,997	12,479	54,476
2 - 7444	Parking Meter Repairer PM	29,715	8,461	38,176
104	**Including Shift Pay & Standby Pay)	\$211,324	\$50,740	\$ 262,064
	Overtime & Holiday Crafts		2,020	7,483
	Temporary Salaries	\$ 5,463		40,997
	Material & Supplies			5,626
			\$52,760	

Total Salary Savings & Savings on Other Items

\$ 236,170

Department of Electricity's Budget at Second Add-On

298,700	27,470	326,170
\$2,219,196	\$752,316	\$2,971,512

SOURCES OF FUNDS	
Gen. Fund	Road Fund
01-001	01-099
Totals	
\$2,517,896	\$ 779,786
\$3,297,682	

374,837	27,470	402,307
\$2,143,059	\$752,316	\$2,895,375
\$2,517,896	\$779,786	\$3,297,682

CITY & COUNTY OF SAN FRANCISCO
BUDGET EXPLANATIONS
FISCAL YEAR
1979 - 1980001 - 75
FUND DEPT SEC
GROUP

ELECTRICITY

DEPARTMENT: BOARD, ON COMMISSION

THE DEPARTMENT OF ELECTRICITY IS DIVIDED INTO SEVEN PROGRAMS OR FUNCTIONS ENUMERATED AS FOLLOWS:

- A. POLICE & FIRE COMMUNICATIONS - MAINTAINS AND OPERATES THE CITY'S FIRE & POLICE NON-RADIO COMMUNICATIONS INCLUDING CONTROL CENTERS, FIRE STATIONS, FIRE BOWLS, ALARM SYSTEMS, POLICE CALL BOX SYSTEMS, PRIVATE TELEPHONE SYSTEMS, TELETYPE SYSTEMS, AIR RAIL WARNING SYSTEMS AND THE OVERHEAD LINES AND UNDERGROUND CABLES SERVING THE AFOREMENTIONED SYSTEMS.
- B. RADIO-DESIGNS, PLANS, SPECIFICS, PROCURES, INSTALLS, MAINTAINS, AND INSPECTS RADIO EQUIPMENT OWNED AND OPERATED BY THE CITY. IN ADDITION TO THE FOREGOING, IT ALSO CERTIFIES THAT ALL RADIO COMMUNICATION EQUIPMENT IS IN COMPLIANCE WITH EXISTING F.C.C. RULES AND INDUSTRY STANDARDS.
- C. MECHANICAL SERVICES PERFORMS THE MECHANICAL WORKS SUPERVISOR OF ALL PROGRAMS AND FUNCTIONS OF THE DEPARTMENT OF ELECTRICITY. THIS DIVISION IS ALSO RESPONSIBLE FOR MINOR MAINTENANCE AND REPAIRS OF THE DEPARTMENT'S VEHICLES, BUILDINGS AND OFFICES AT 901 RANKIN ST., CENTRAL FIRE ALARM, AND CENTRAL RADIO STATION.
- D. TRAFFIC-MAINTAINS AND OPERATES 915 INTERSECTIONS OF TRAFFIC SIGNALS AND ASSOCIATED UNDERGROUND CONDUITS AND CONTROL CABLES, INCLUDING PATROLLING AND PAINTING OF ALL FIELD FACILITIES.
- E. PAVING METERS MAINTAINS AND REPAIRS 15,727 PAVING METERS EXCEPT THOSE LOCATED ON PROPERTIES UNDER THE PORT AUTHORITY.
- F. ADMINISTRATION-PROVIDES ADMINISTRATION DIRECTION AND MANAGEMENT OF ALL ACTIVITIES OF THE DEPARTMENT AND INCLUDES BUDGETING, PERSONNEL AND ACCOUNTING FUNCTIONS NECESSARY FOR THE OPERATIONS OF THE DEPARTMENT.
- G. UNALLOCATED-COST OR EXPENSES THAT CAN NOT BE IDENTIFIED WITH ANY OF THE FUNCTIONS ENUMERATED ABOVE.

001
002

AT THE VARIOUS FUNDING LEVELS OF PERMANENT SALARIES THE DEPARTMENT OF ELECTRICITY WILL KEEP VACANT THE NUMBER OF POSITIONS (SEE PAGE 1, 2 AND 3 FOR DETAILS) AS FOLLOWS:- BASE LEVEL:- 16 POSITIONS; FIRST ADD-ON 13 POSITIONS; SECOND ADD-ON 104 POSITIONS; THIRD ADD-ON 8 3/4 POSITIONS. THESE REDUCTIONS IN EMPLOYMENTS WILL HAVE THE FOLLOWING SERVICE CONSEQUENCES IN OUR VARIOUS DIVISIONS OR PROGRAMS.

001 A. POLICE AND FIRE COMMUNICATIONS:
002

BASE LEVEL-AT THIS LEVEL WE WILL KEEP 10 POSITIONS VACANT. ESSENTIAL FIRE ALARM AND POLICE COMMUNICATION FACILITIES CANNOT BE MAINTAINED AT THIS LEVEL AND IN A SHORT TIME THESE PUBLIC SAFETY SERVICES THAT HAVE BEEN MAINTAINED FOR AT LEAST 30 YEARS, WILL DETERIORATE TO SUCH AN EXTENT THAT THEY WILL NO LONGER BE RELIABLE.

THE SALARY SAVINGS INVOLVED WOULD REQUIRE THE ELIMINATION OF:

1. THE OVERHEAD LINE CREW CONSISTING OF:
1 - 7257 COMMUNICATION LINE SUPERVISOR
3 - 7338 ELECTRICAL LINE WORKERS

THIS CREW INSTALLS AND REPLACES OVERHEAD LINES AND UNDERGROUND CABLES THROUGHOUT THE CITY. THE ELIMINATION OF THIS CREW WOULD CREATE A DETERIORATING OVERHEAD AND UNDERGROUND PLANT FACILITY AND WOULD HOLD UP THE WORK PROGRAM OF THE P.G. & E. AND P.T. & T. COMPANIES UPON WHOSE POLES WE OCCUPY SPACE.

THIS DEPARTMENT COULD NOT CONVERT OVERHEAD FIRE ALARM AND POLICE CIRCUITS FROM OVERHEAD TO UNDERGROUND IN LEGISLATED UNDERGROUND DISTRICTS, THEREFORE COULD NOT ALLOW THE REMOVAL OF P.G. & E. AND P.T. & T. POLES IN THE AREAS INVOLVED. A MAJOR WIND AND RAIN STORM WOULD PROVE DISASTROUS, FIRE AND POLICE COMMUNICATION FACILITIES COULD BE OUT OF SERVICE FOR MANY HOURS AS WE DEFEND ON THIS CREW FOR REPLACING THE NUMEROUS LINES DOWN AND TROUBLES CREATED BY STORM CONDITIONS.

2. ONE CABLE SPLICING CREW CONSISTING OF:

- 1 - 7308 CABLE SPLICER
1 - 7338 ELECTRICAL LINE WORKER

THIS CREW IS ONE OF THREE THAT MAINTAINS THE CITY'S UNDERGROUND FIRE ALARM AND POLICE COMMUNICATION CABLES.

THE MAJOR RESPONSIBILITY IS LOCATING AND CLEARING TRIBLE ON UNDERGROUND CIRCUMSTANCES CONNECTING THE CITY LINE STATIONS WITH THE FIRE DEPARTMENT'S NEW COMMAND AND CONTROL SYSTEM, THE FIRE ALARM BOX SYSTEM, POLICE CALL BOX SYSTEM AND TELETYPE SYSTEM. THE NEED FOR THESE CABLE SPLICING CREWS HAS BEEN PROVEN OVER A PERIOD OF APPROXIMATELY 14 YEARS. THE ELIMINATION OF ONE CREW WILL REDUCE OUR ABILITY TO CLEAN TROUBLES AND TO MAINTAIN THE UNDERGROUND CABLES INVOLVED BY APPROXIMATELY ONE-THIRD, AND WILL INCREASE OUR RESPONSE TIME AND DURATION OF OUTAGES BY THE SAME EXTENT AND WILL LEAD TO A DETERIORATING UNDERGROUND CABLE PLANT.

ELECTRICITY

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002 A. (cont'd)

3. 1 - 7232 - MAINTENANCE MACHINIST
THIS MACHINIST IS ONE OF 3 RESPONSIBLE FOR SHOP MAINTENANCE OF THE CITY'S 2031 FIRE ALARM BOXES AND 469 POLICE CALL BOXES; ALSO FOR THE MAINTENANCE OF NEW BOXES REQUESTED BY THE FIRE & POLICE DEPARTMENTS FOR NEW INSTALLATIONS IN NEW TRACTS, REPAIR/REPLACE PROBLEMS AND TO REPAIR BOXES DAMAGED BY VEHICLES. THE ELIMINATION OF THIS POSITION WILL REDUCE OUR ABILITY TO SERVICE FIRE & POLICE CALL-BOXES BY APPROXIMATELY ONE-THIRD AND WILL EVENTUALLY RESULT IN INCREASED MALFUNCTION OF FIRE ALARM AND POLICE CALLBOXES.
4. 1 - 8236 CHIEF FIRE DISPATCHER
THIS CLASSIFICATION SUPERVISES FIRE DISPATCHERS AND TELEPHONE OPERATORS AT THE CENTRAL FIRE ALARM STATION AND WORKS THE SHIFTS OF OTHER DISPATCHERS AS NECESSARY DUE TO ILLNESSES OR VACATION. THIS CLASS ALSO ACTS FOR THE TELECOMMUNICATIONS SUPERVISOR WHEN ABSENT DUE TO ILLNESS OR VACATION.
AS FIRE DISPATCHERS ARE BEING RECLASSIFIED TO ELECTRONIC CONTROL SYSTEMS TECHNICIANS AS THEY RETIRE, WE PLAN TO RECLASSIFY THE CHIEF FIRE DISPATCHER TO A SENIOR ELECTRONIC CONTROL SYSTEMS TECHNICIAN IN ORDER TO PROVIDE THE SUPERVISOR EXPERIENCE REQUIRED ON THE COMMAND AND CONTROL SYSTEM WHEN THE TELECOMMUNICATIONS SUPERVISOR IS ABSENT OR ON VACATION.
THE DUTY OF THE CHIEF FIRE DISPATCHER AT THIS TIME WOULD BE DEPENDANT ON THE MAINTENANCE OF THE NEW COMMAND & CONTROL SYSTEM.
5. 1 - 7514 GENERAL LABORER
THIS LABORER IS ONE OF 3 ASSIGNED TO THIS FUNCTION. THEY DO ALL TRENCHING INVOLVED IN THE INSTALLATION, REPAIR, AND RELOCATION OF UNDERGROUND FIRE ALARM AND POLICE COMMUNICATION CONDUIT ON THE CITY STREETS.
3 MEN THE MINIMUM NUMBER TO SAFELY AND ECONOMICALLY PERFORM THIS FUNCTION AS TRENCHING INVOLVED USUALLY OBSERVING TRAFFIC LANES AND IT IS ESSENTIAL THAT WE OPEN A TRENCH TO INSTALL CONDUIT AND BACKFILL BEFORE THE P.M. TRAFFIC PEAK BEGINS IN THE AFTERNOON. REDUCING THE SIZE OF THIS CREW WOULD BE IMPRACTICAL AND WOULD GREATLY PROBLEMATIZE WHEN A MEMBER OF THE CREW IS SICK OR ON VACATION.
6. 1 - 7246 PAINTER
FOR MANY YEARS WE HAD TWO PAINTERS ASSIGNED TO THE PAINTING OF 2031 FIRE ALARM BOXES AND 469 POLICE CALL BOXES ON THE CITY STREETS.
ONE PAINTER WAS DELETED FROM OUR 1975-76 BUDGET. THE ELIMINATION OF THE REMAINING PAINTERS ASSIGNED TO THIS FUNCTION CAN ONLY LEAD TO UNSIGHTLY DETERIORATION OF WHAT HAS BEEN A WELL MAINTAINED CITY PUBLIC SAFETY FACILITY.
UNLESS THE CITY INTENDS TO ELIMINATE THESE PUBLIC SAFETY FIRE AND POLICE COMMUNICATION SYSTEMS, THE ELIMINATION OF FUNDS TO PROVIDE FOR THEIR MAINTENANCE IS IMPRACTICAL AND DOES NOT SERVE THE INTERESTS OF THE CITIZEN-TAXPAYERS OF SAN FRANCISCO.
- FIRST ADD-ON:
AT THIS LEVEL OF FUNDING WE WOULD REDUCE:
1 - 7257 COMMUNICATION LINE WORKER \$28,597
1 - 7238 ELECTRICAL LINE WORKER \$26,439
55,076
- AND KEEP 8 POSITIONS VACANT.
RESTORATION OF THESE TWO CLASSIFICATIONS WOULD PROVIDE A WORKING SUPERVISOR AND 1 ELECTRICAL LINE WORKER WHO COULD LOCATE TROUBLES, MAKE MINOR REPAIRS TO OVERHEAD LINES, TRANSFER FIRE ALARM CABLES FROM OLD TO NEW P.G. & E. POLES, AND COULD BE TEAMED UP WITH A CABLE SPLICING CREW OR LABOR CREW FOR EMERGENCY REPLACEMENT OF UNDERGROUND CABLE.
- SECOND ADD-ON:
AT THIS LEVEL OF FUNDING WE WOULD REDUCE:
2 - 7238 ELECTRICAL LINEWORKERS @ \$26,439 EACH = \$52,879, AND KEEP 6 POSITIONS VACANT. THE RESTORATION OF THESE TWO POSITIONS WILL PROVIDE THE NORMAL COMPLIMENT OF PERSONNEL ON OUR OVERHEAD LINE CREW WHICH IS:
1 - 7257 COMMUNICATION LINE WORKER, 1
3 - 7238 ELECTRICAL LINE WORKERS
THIS IS THE MINIMUM NUMBER REQUIRED FOR SPRINGING OVERHEAD LINE WIRE OVER STREET INTERSECTIONS, AND INSTALLING UNDERGROUND CABLE BETWEEN MANHOLES, AND FOR COPING WITH STORM CONDITIONS DURING THE RAINY SEASON.
- THIRD ADD-ON:
AT THIS LEVEL OF FUNDING WE WOULD REDUCE:
1 - 7208 CABLE SPLICER @ \$28,636 AND KEEP 5 POSITIONS VACANT. THIS WOULD REDUCE OUR NORMAL COMPLIMENT OF 3 - CABLE SPLICERS ASSIGNED TO THIS FUNCTION AND IS THE MINIMUM REQUIRED TO KEEP UP WITH TROUBLE COMPLAINTS, AND TO PROVIDE ADEQUATE MAINTENANCE ON THE CITY'S UNDERGROUND FIRE ALARM AND POLICE COMMUNICATIONS SYSTEMS.

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B. RADIO:

BASE LEVEL:- AT THIS LEVEL OF FUNDING WE WILL KEEP TWO - 7367 RADIO TECHNICIAN POSITIONS VACANT AND REDUCE OUR STANDBY PAY, TEMPORARY SALARIES, OVERTIME, AND MATERIALS & SUPPLIES BY \$10,282, \$12,236, \$5,840 and \$10,178 RESPECTIVELY. THIS REDUCTION IN EMPLOYMENT WILL ELIMINATE SERVICES TO:

1. HALICOPTER PORTABLES, UHF AT THE POLICE DEPARTMENT.
2. CONSOLES, RECORDERS AND TRANSMITTERS AT THE SAN FRANCISCO GENERAL HOSPITAL, LAGUNA HORDA HOSPITAL AND 101 GROVE STREET.
3. AMBULANCES, STATION VAGONS, CARS, PORTABLE RADIOS AND PORTABLE LIFE SUPPORT UNITS AT THE HEALTH DEPARTMENT.
4. RADIO Pagers AND AUXILIARY EQUIPMENT AT THE HEALTH DEPARTMENT.

FIRST ADD-ON:

AT THIS LEVEL OF FUNDING WE WILL RESTORE 14-7367 RADIO TECHNICIAN POSITION AND KEEP 14-7367 RADIO TECHNICIAN POSITION VACANT. WE WILL ALSO REDUCE MATERIALS & SUPPLIES BY \$2,742 INSTEAD OF \$10,178. REDUCTIONS ON STANDBY PAY, TEMPORARY SALARIES AND OVERTIME REMAINS THE SAME AS THE BASE LEVEL.

AT THIS LEVEL WE WILL RESTORE SERVICES TO THE POLICE DEPARTMENT AS DESCRIBED ON B-1 ABOVE.

SECOND ADD-ON:

AT THIS LEVEL OF FUNDING WE WILL RESTORE 14-7367 RADIO TECHNICIAN POSITION AND KEEP 1-7367 RADIO TECHNICIAN POSITION VACANT. WE WILL ALSO RESTORE \$10,178 WORTH OF MATERIALS & SUPPLIES AND REDUCE OVERTIME BY \$5,473 INSTEAD OF \$5,840. REDUCTIONS ON STANDBY PAY AND TEMPORARY SALARIES STILL REMAIN THE SAME AS IN THE BASE LEVEL.

AT THIS LEVEL WE WILL RESTORE SERVICES TO THE POLICE DEPARTMENT AND THE HOSPITALS AS DESCRIBED ON B-1 & 2.

THIRD ADD-ON:

AT THIS LEVEL OF FUNDING WE WILL RESTORE 14-7367 RADIO TECHNICIAN POSITIONS AND KEEP 14-7367 RADIO TECHNICIAN POSITION VACANT. REDUCTIONS IN OVERTIME, TEMPORARY SALARIES AND STANDBY PAY WILL BE THE SAME AS THE SECOND ADD-ON AND IN ADDITION WE WILL REDUCE THE TOTAL OF MATERIALS & SUPPLIES BY \$900. (cont'd.)

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002

AT THIS LEVEL WE WILL RESTORE SERVICES TO THE POLICE DEPARTMENT, HOSPITALS, AND THE HEALTH DEPARTMENT AS DESCRIBED ON B-1, 2 & 3 ABOVE.

C. MECHANICAL SERVICES:

BASE LEVEL:- AT THIS LEVEL OF FUNDING WE WILL KEEP 1-7336 MAINTENANCE MACHINIST VACANT. BY KEEPING THIS POSITION VACANT THE FOLLOWING SERVICES WILL BE ELIMINATED:

1. SERVICES TO ALL DEPARTMENT OF ELECTRICITY VEHICLES.
2. SPECIAL JOBS FOR RADIO REPAIR AND SPECIAL INSTALLATIONS.
3. SERVICE AND RUN AUXILIARY UNIT.
4. SERVICE TO THE REGISTERS AND GENERATORS AT THE CENTRAL FIRE ALARM STATION.

FIRST ADD-ON:

AT THIS LEVEL OF FUNDING WE WILL KEEP 14-7332 MAINTENANCE MACHINIST POSITION VACANT AND REDUCE THE OTHER HALF. IN ADDITION WE WILL REDUCE OUR TEMPORARY SALARIES AND MATERIALS & SUPPLIES BY \$2,434 AND \$5,626 RESPECTIVELY. BY KEEPING THIS POSITION VACANT WE WILL ELIMINATE THE FOLLOWING SERVICES:

1. SERVICES TO ALL DEPARTMENT OF ELECTRICITY VEHICLES.
2. SERVICES TO THE CENTRAL FIRE ALARM STATION
3. SERVICE TO TWIN PEAKS AND AUXILIARY UNITS.

SECOND ADD-ON:

AT THIS LEVEL OF FUNDING WE WILL ELIMINATE 14-7332 MAINTENANCE MACHINIST WITH THE SAME LEVEL OF REDUCTION FOR TEMPORARY SALARIES AND MATERIALS & SUPPLIES AS THE FIRST ADD-ON.

AT THIS LEVEL WE WILL ELIMINATE THE FOLLOWING SERVICES:

1. ELIMINATE SERVICE TO ALL DEPARTMENT OF ELECTRICITY VEHICLES.
2. CUT DOWN ON MATERIALS & SUPPLIES I.E. LUMBER, PIPE, AGGREGATES, PEXIGLASS AND PANELS.

THIRD ADD-ON:

SAME AS SECOND ADD-ON.

D. TRAFFIC:

BASE LEVEL THIRD LEVEL WE WILL ELIMINATE 1-7336 MAINTENANCE MACHINIST. THE DELETION OF THIS POSITION WILL GREATLY IMPAIR OUR ABILITY TO SALVAGE DAMAGED TRAFFIC SIGNAL STANDARDS, CONTROL CABINETS, VISORS etc. FOR RE-USE IN THE TRAFFIC SIGNAL SYSTEM. THIS MACHINIST ALSO FABRICATES (cont'd.)

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D.

ELECTRICITY

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FUND	FUND	DEPT	DIV	SEC
GROUP				

TRAFFIC: (cont'd.)

BASE LEVEL TRAFFIC SIGNAL LEVEL (cont'd.)

NUMEROUS SPECIAL ITEMS FOR USE ON TRAFFIC EQUIPMENT, SUCH AS RUBBER REPLACEMENT TIRERS, SPECIAL TOOLS AND REPLACEMENT PARTS WHEN URGENTLY NEEDED AND NOT AVAILABLE FROM VENDORS. THIS MAINTENANCE ALSO MAKES MINOR REPAIRS ON TRAFFIC SIGNAL MAINTENANCE TRUCKS AS REQUIRED. THE ELIMINATION OF THIS CLASSIFICATION WOULD IMPAIR OUR ABILITY TO MAKE COMPLETE REPAIRS ON ALL ELEMENTS OF OUR TRAFFIC SIGNAL SYSTEM AND WOULD NOT RESULT IN LONG TERM SAVINGS TO THE CITY.

E.

PARKING MEMBERS:

BASE LEVEL TRAFFIC SIGNAL LEVEL. AT THESE LEVELS WE WILL ELIMINATE 2-7/244 PARKING MEMBER BENEFITS AND REDUCE OUR TEMPORARY SALARIES BY \$20,952.

THIS WILL RESULT IN:

1. OUT OF 19 PARKING MEMBER ROUTES (DISTRICTS) WE WILL BE ABLE TO WORK ON ONLY 17 ROUTES EVENT DAY.
2. IN ADDITION TO THE ABOVE WE WILL LEAVE ROUTES UNCOVERED AS A RESULT OF PERSONNEL ON VACATION AND SICK LEAVE.

F.G.

ADMINISTRATION AND UNALLOCATED:

BASE LEVEL TRAFFIC SIGNAL LEVEL. FULL EMPLOYMENT, NECESSARY MATERIALS & SUPPLIES AND SERVICES OF OTHER DEPARTMENTS ARE NEEDED TO ADEQUATELY PROVIDE MANAGEMENT, ADMINISTRATION, ACCOUNTING SERVICES AND PERSONNEL SERVICES AND CO-ORDINATION OF THE OPERATIONS OF THE DEPARTMENT OF ELECTRICITY.

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ELECTRICITY

DEPARTMENT: BOARD OF COMMISSIONERS

THE FOLLOWING REFERS TO THE LINE ITEM BUDGETS OF THE DEPARTMENT OF ELECTRICITY. INCREASE AND DECREASE NOTATIONS REFER TO THE COMPARISON BETWEEN THE 1978-1979 APPROVED BUDGET AND THE REQUEST FOR 1979-1980 AS PRESENTED, WITHOUT ANY CONSIDERATION TO THE VARIOUS FUNDING LEVELS. ANY REDUCTIONS OR ADDITIONS DUE TO VARIOUS FUNDING LEVELS ARE SHOWN IN THE EXPLANATION FOR EACH LINE ITEM, BUT THE EFFECTS ARE NOT COMPARED TO LAST YEAR'S APPROVED BUDGET.

002 STANDBY PAY INCREASE OF \$17

THESE FUNDS ARE REQUIRED FOR RADIO TECHNICIANS STANDBY TIME TO ASSURE THEIR AVAILABILITY WHEN FAILURES OCCUR IN PUBLIC SAFETY COMMUNICATIONS SYSTEM, I.E., POLICE, FIRE, DPH, ERS, ETC.

THIS SYSTEM OF STANDBY WAS INTRODUCED IN OUR 1965-66 BUDGET AND IS PROVING SATISFACTORY.

250 WEEK DAYS @ 15 HRS	3750 STANDBY HRS
52 SATURDAYS @ 15.5 HRS	806 "
53 SUNDAYS @ 24 HRS	1272 "
11 LEGAL HOLIDAYS @ 24 HRS	264 "
TOTAL	6092

DEDUCTION FOR ESTIMATED TIME STANDBY MAN WILL BE CALLED TO WORK

- 91
6001

STANDBY PAY - 25% OF 9,475 HRS = \$2.37 PER HR.

TOTAL REQUIRED FOR 1979-80:

6001 HRS @ \$2.37 HR = \$14,222

THIS LINE ITEM IS INCLUDED AS PART OF PERMANENT SALARIES - GRADES. AT THE BASE LEVEL, THRU THE THIRD ADD-ON, ITEM WILL BE REDUCED BY \$10,382.

DECREASE OF \$23

THIS AMOUNT NECESSARY TO INSURE OPERATION OF THE NEW COMPUTER-ASSISTED FIRE ALARM DISPATCH SYSTEM AT THE CENTRAL FIRE ALARM STATION AND COMMUNICATION CONSOLES EQUIPMENT IN 44 FIRE STATIONS AND 9 ASSOCIATED AGENCIES OF THE FIRE DEPARTMENT. ALSO INCLUDES OPERATION OF FIRE DEPT. TELEPHONE SWITCHBOARD.

003

EMERGENCY OVERTIME-FIRE ALARM DISPATCHERS

SICK LEAVE RELIEF	20 DAYS
VACATION RELIEF	30 "
	50 "

20 DAYS NORMAL RATE @ \$93.75 = \$1875
30 DAYS PREMIUM " @ 99.62 = 2989

\$4964

EMERGENCY OVERTIME TELECOMMUNICATIONS TECHNICIANS

SICK LEAVE RELIEF	10 DAYS
VACATION RELIEF	10 "
	20 "

10 DAYS NORMAL RATE @ \$111.30 = \$1113
10 DAYS PREMIUM RATE @ 118.26 = 1182

\$2295

EMERGENCY OVERTIME - SENIOR TELEPHONE OPERATORS

11 DAYS NORMAL RATE @ \$ 62.40 = \$ 686
17 DAYS PREMIUM RATE @ 66.30 = 1127

1813

OVERTIME COMMAND & CONTROL SYSTEM
EMERGENCY CALL-OUTS

TELECOMMUNICATION TECHNICIANS:

5 DAYS NORMAL RATE @ \$111.30 = \$ 556
10 DAYS PREMIUM RATE @ 118.26 = 1182

1739

TELECOMMUNICATIONS SUPERVISOR:

4 DAYS NORMAL RATE @ \$122.10 = \$ 488
6 DAYS PREMIUM RATE @ 129.74 = 778

1266

TOTAL

\$11,977

THE OVERTIME PROJECTED IS THE MINIMUM TO PROVIDE FOR EMERGENCY CALL-OUTS NECESSARY TO RESTORE SERVICE ON THE COMMAND AND CONTROL SYSTEM INCLUDING EQUIPMENT IN 44 FIRE STATIONS AND TO PROVIDE ASSISTANCE TO THE TECHNICIANS ON DUTY AS REQUIRED.

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ELECTRICITY

DEPARTMENT, BRANCH, OR COMMISSION

004 INCREASE OF \$5,409

OVERTIME FOR HOLIDAYS

7336

Electrical Line Workers

3 men x 8 hrs/Hol. x 11 Hol. = 264 hrs

1/2 x 264 hrs @ NORMAL RATE \$16.25/HR = \$2145

1/2 x 264 hrs @ PREMIUM RATE 17.26/HR = 2278

\$4423

7345

ELECTRICIAN

1ST SHIFT 8 AM TO 3 PM = 7 HRS

1 MAN x 7 HRS/HOL. x 11 HOL. = 77 HRS @ NORMAL RATE = 16.25/HR

\$1251

2ND SHIFT 3 PM TO 10 PM = 7 HRS

1 MAN x 3 HRS/HOL. x 11 HOL. = 33 HRS

NORMAL RATE=33 HRS x 16.25 HR =

536

1 MAN x 4 HRS x 11 @ PREMIUM RATE=

752

2546

OVERTIME FOR SATURDAYS & SUNDAYS:

7308

CABLE SPLICER

20 DAYS @ 7 HRS/DAY = 140 HRS @ 18.29/HR

7338

ELECTRICIAL LINE WORKER

3 MEN @ 8 HRS EA. = 24 @ 15 HRS 90 PEEM.SAL. =

9 HRS OF (3/4 HRS OF¹¹ + 5/4 HRS OF¹²)

3/4 HRS x 52 SAT. @ NORMAL x 16.25/HR = 2,958

5/4 HRS x 52 SAT @ PREMIUM x 17.26/HR = 4,936

SUN

3 MEN @ 8 HRS EA. = 24 HRS

12 HRS x 53 SUN @ NORMAL x 16.25/HR = 10,325

12 HRS x 53 SUN @ PREM. x 17.26/HR = 10,327

7345

ELECTRICIAN

2 MEN @ 7 HRS EA.-14 HRS-10 HRS NO

PEEM.SAL.=4 HRS OF (2 HRS OF¹¹ + 2 HR OF¹²)

2 HRS x 52 SAT. @ NORMAL x 16.25/HR = 1,690

2 HRS x 52 SAT. @ PREM. x 17.26/HR = 1,795

2 MEN @ 7 HRS @ NOR. x 16.25/HR = 8,613

4 HRS x 53 SUN. @ PREM. x 17.26/HR = 3,659

SUN

EMERGENCY OVERTIME: 35 DA. x 7 HR

3,981

19738

7367

RADIO TECHNICIAN

50 DAYS x 8 HRS/DA = 400HRS x 14.21HR

5684

01	001	75	00	00
FUND	FUND	DEPT	DIV	SEC
GROUP				

7368 SR. RADIO TECHNICIAN

10 DA. x 8 HRS/DA=80HRS x 15.64/HR

\$1,251

GRAND TOTAL

\$65,409

GENERAL FUND

\$29,674

ROAD FUND(01-099) 35,735

\$65,409

THIS LINE ITEM WILL BE REDUCED AS FOLLOWS:

BASE: \$5,840 FIRST THIRD ADD-ONS:

\$ 5,463

005 INCREASE OF \$803

TO PROVIDE NECESSARY FUNDS TO MAINTAIN UNINTER-
RUPTED OPERATION OF GENERAL FIRE ALARM STATION
ON ELEVEN (11) LEGAL HOLIDAYS AND ONE (1)
FLOATING HOLIDAY.

3 - FIRE ALARM DISPATCHERS

3 x 12 HOL. @ \$93.75

\$3,375

3 - ELECTRONIC CONTROL SYS. TECHNICIAN

4,007

3 - SR. TELEPHONE OPERATIONS

3 x 12 HOL. @ \$62.40

\$2,247

006 INCREASE OF \$36,565

A. TEMPORARY SALARIES - CRAFTS

CLASS

TITLE

NO. DAYS

DAILY RATE

AMOUNT

7215 GEN. LABORER SUPV. I 20 \$66.40 \$1,328

7238 ELECT. SUPV. I 40 85.33 3,415

7257 CORR. LINE SUPV. I 20 85.33 1,707

7276 CORR. LINE SUPV. II 20 94.78 1,896

7332 MAINT. TECHINIST 165 67.70 11,171

7238 MAINT. TECHINIST 15 87.60 1,317

7338 MAINT. TECHINIST 210 62.74 13,385

7345 ELECT. LINE WORKER 215 62.74 13,595

7345 ELECTRICIAN 140 76.20 10,668

7367 RADIO TECHNICIAN 155 62.80 9,834

7368 SR. RADIO TECHNICIAN 50 85.40 4,270

7514 GENERAL LABORER 85 50.30 4,275

TOTAL \$69,714

AMOUNT OF \$69,714 NEEDED TO PROVIDE SUFFICIENT FUNDS
FOR VACATION RELIEF OF ABOVE LISTED PERSONNEL.
GENERAL FUND (01-001) \$45,508
ROAD FUND (01-099) 24,206 \$69,714

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CHARGES - BUREAU OF COMMISSION

006 B. TEMPORARY SALARIES - MISC.

1. CENTRAL FIRE ALARM STATION

TO PROVIDE FUNDS FOR ONE REGULAR SHIFT EACH WEEK FOR
A TELEPHONE OPERATOR, VACATION RELIEF, AND SICK LEAVE
RELIEF FOR ALL CENTRAL FIRE ALARM STA. PERSONNEL:

WEEKLY RELIEF-TELEPHONE OPERATOR-1 SHIFT PER SUN(52 SUN)

52 DA. PREMIUM RATE @ \$44.20

2299

VACATION RELIEF - TELEPHONE OPERATORS

10 DA. NORMAL RATE @ 34.80 \$348

20 DA. PREMIUM RATE @ 36.98 740

VACATION RELIEF - FIRE ALARM DISPATCHERS

30 DA. NORMAL RATE @ 62.50 1875

50 DA. PREMIUM RATE @ 66.41 3320

VACATION RELIEF ELECTRONIC CONTROL SYS. TECH.

20 DA. NORMAL RATE @ 74.20 1484

30 DA. PREMIUM RATE @ 78.83 2365

SICK LEAVE RELIEF-TELEPHONE OPERATORS

20 DAYS NORMAL RATE @ 34.80 696

45 DA. PREMIUM RATE @ 36.98 1664

2360

14688

2. MECHANICAL DIVISION

TO PROVIDE FUNDS FOR MECHANICAL PERSONNEL VACATION
RELIEF:

17 PARKING METER REPAIRERS:

4 PARK. METER REPAIRERS x 4 WKS = 80 DA.

8 " " " x 3 WKS = 120 "

5 " " " x 2 WKS = 50 "

250 "

250 DAYS @ \$47.50 =

11,875

1 PARKING METER REPAIRER SUPV. I:

4 WEEKS = 20 DAYS @ \$64.40

1,288

\$13,163

TOTAL TEMPORARY SALARIES WILL BE REDUCED AS FOLLOWS:

BASE: \$28,563; FIRST ADD-ON: \$40,977

SECOND & THIRD ADD-ONS: \$40,977

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FUND	FUND	DEPT	DIV	SEC
GROUP				

007 INCREASE OF \$74,344

MANDATORY FRINGE BENEFITS FOR THE 117 EMPLOYEES
OF THE DEPARTMENT OF ELECTRICITY:

SUB-OBJECT	TITLE	TOTAL	GEN. FUND (01-001)	ROAD FUND (01-099)
0600	RETIREMENT-CITY	\$447,409	\$341,750	\$105,659
0606	SOC. SECURITY	138,098	105,385	32,713
0610	HEALTH SERVICE	51,934	41,167	10,767
0620	UNEMPLOYMENT INSURANCE	9,233	7,065	2,168
0621	UNEMPLOYMENT INSURANCE	234	186	48
	TOTAL MANDATORY FRINGE BENEFITS	\$646,908	495,553	151,355

REDUCTIONS IN MANDATORY FRINGE BENEFITS ARE
AS FOLLOWS:

BASE LEVEL:	\$96,245
FIRST ADD-ON:	78,681
SECOND ADD-ON:	62,760
THIRD ADD-ON:	53,516

CITY & COUNTY OF SAN FRANCISCO

BUDGET EXPLANATIONS

FISCAL YEAR
1979 - 198001 001 75 02 02
FUND FUND DEPT DIV SEC
GROUP

ELECTRICITY

DEPARTMENT: BUREAU OF COMMISSION

008 SAME AMOUNT AS LAST YEAR

A. TIME SERVICE SUBSCRIPTION

THIS FUND IS REQUIRED TO SUPPLY THE CENTRAL FIRE ALARM STATION, THE HALL OF JUSTICE AND 101 GROVE ST. - DHE-EMS. WITH A TIME SIGNAL. THIS TIME SIGNAL WITH BE USED TO INDEX AND ORIENT TWO-WAY RADIO TRANSMISSIONS RELATIVE TO TIME AS RECORDED ON TAPE IN THE FILE, POLICE AND DHE-EMS.

TOTAL RECURRING RENTAL CHARGE FOR THE HALL OF JUSTICE, CENTRAL FIRE ALARM STATION AND 101 GROVE ST. \$1,544

B. OTHER PROFESSIONAL SERVICES

TO PROVIDE FUNDS FOR THE FEES OF HEARING OFFICERS AND COSTS OF PREPARING THE RECORDS IN THE HEARING OF DISPUTES BETWEEN EMPLOYEES, SECTION 6.06 PER THE DUES OF THE CIVIL SERVICE COMMISSION REQUESTS THE DEPARTMENT TO PAY THESE COSTS. \$ 350

C. UNDERGROUND SERVICE ALERT

TO PROVIDE FUNDS FOR THE DEPARTMENT OF ELECTRICITY SHARE IN THE UNDERGROUND SERVICE ALERT PROGRAM AT \$77.35 per month. \$ 928

009 DECREASE OF \$36.00

RADIO DIVISION

FUNDS ARE NEEDED TO PROVIDE FOR THE USE OF PERSONAL CARS IN ATTENDING MEETING OF THE ASSOCIATED PUBLIC SAFETY COMMUNICATIONS OFFICERS TO BE HELD AT VARIOUS CITIES IN NORTHERN CALIFORNIA AND REGIONAL MEETINGS, LOCATION YET TO BE DETERMINED. REQUEST IS MADE FOR 1000 MILES @ 18¢ PER MILE: \$ 180

ELECTRICAL DIVISION

REQUIRED TO PROVIDE COMPENSATION FOR USE OF PERSONAL VEHICLE BY TELECOMMUNICATIONS SUPERVISOR FOR TRANSPORTATION BETWEEN CENTRAL FIRE ALARM STATION AND ANY OF 54 LOCATIONS IN THE FIELD, INCLUDING 44 FIRE STATIONS, AS NECESSARY TO SUPERVISE MAINTENANCE AND OPERATIONS OF THE FIRE DEPARTMENT'S COMMAND AND CONTROL SYSTEM. ESTIMATED: 25 MILES PER WEEK, 100 FOR MONTH, OR 1200 PER YEAR. \$ 216

010 INCREASE OF \$315

TRAVELING EXPENSE

TO PROVIDE FOR ATTENDANCE OF REPRESENTATIVE OF THE GENERAL MANAGER FOR THE DEPARTMENT OF ELECTRICITY

CITY & COUNTY OF SAN FRANCISCO

BUDGET EXPLANATIONS

FISCAL YEAR
1979 - 198001 001 75 02 02
FUND FUND DEPT DIV SEC
GROUP

AT THE NATIONAL CONFERENCE OF THE INTERNATIONAL MUNICIPAL SIGNAL ASSOCIATION TO BE HELD IN DALLAS TEXAS; ALSO TO ATTEND THE SPRING AND FALL MEETINGS OF THE FAR-WESTERN SECTION OF THE ASSOCIATION.

AIR FARE (COACH) TO DALLAS & RETURN \$305

CONFERENCE REGISTRATION 50

FIVE (5) DAYS AT \$30 PER DAY 150

TWO (2) SECTION MEETINGS, THE LOCATION TO BE DETERMINED AT A LATER DATE 175 \$680

TO ALLOW A REPRESENTATIVE OF THE DEPARTMENT OF ELECTRICITY TO ATTEND (12) SCHEDULED MEETINGS AND (3) SPECIAL TECHNICAL ADVISORY MEETINGS OF THE NORTHERN CALIFORNIA CHAPTER OF THE ASSOCIATED PUBLIC SAFETY COMMUNICATIONS OFFICERS.

15 ONE-DAY MEETINGS-TRAVEL ALLOWANCE \$6.00 \$ 90

NATIONAL APOO CONFERENCE IN DETROIT, AIR FARE (COACH) TO DETROIT & RETURN \$360

CONFERENCE REGISTRATION 50

FIVE DAYS AT \$30/DAY 150 \$560

WESTERN APOO REGIONAL CONFERENCE:

CONFERENCE REGISTRATION \$ 40

TWO DAYS AT \$25/DAY 50

TRANSPORTATION AIR FARE (COACH) 65 \$155

SPECIAL COMMUNICATIONS CONFERENCES AND ENGINEERING PLANNING SESSIONS HELD AT VARIOUS LOCATIONS AWAY FROM THE BAY AREA. APPROXIMATELY (5) MEETINGS FOR (2) PERSONS.

COST PER PERSON \$5 \$ 20

TRAVEL EXPENSE-TOTAL

\$855

011

SAME AMOUNT AS LAST YEAR

MAINTENANCE & REPAIR - OTHER EQUIPMENT

RADIO \$500

THIS AMOUNT IS REQUIRED FOR THE REPAIR OF PRECINCT AND DEPARTMENT TRAVELING EQUIPMENT, THE FIFTH BEASON AND OTHER SPECIALIZED EQUIPMENT. THE FIFTH BEASON FOR THE \$40 IS USED IN PLACE OF THE CONSIDERABLY MORE EXPENSIVE \$100 BEASON. THE FIFTH BEASON IS NOT REPAIRING. THE POLICE ALONE HAVE ADDED 100 SPECIALIZED HEADSETS WHOSE TRANSMITTERS REQUIRE FACTORY OVERHAUL. THE FIFTH BEASON AND THE BEASON DEPT. HAVE ADDED SIMILAR EQUIPMENT FOR THEIR NEW COMMUNICATION CAMBERS.

MECHANICAL \$412

THE AMOUNT OF \$200 IS NEEDED TO SERVICE APPROXIMATELY (CONTR'D.)

Organization: Board of Commissioners

2000

ELECTRICITY

017 SAME AMOUNT AS LAST YEAR

A. FREIGHT, EXPRESS, DAMAGE, ETC.

MECHANICAL DIVISION - \$105

AN AMOUNT OF \$105 IS NEEDED TO PROVIDE FUNDS FOR THE RETURN OF DEFECTIVE PARKING METER PARTS TO THE FACTORY. THESE FUNDS ARE ALSO USED FOR SHIPMENT OF FIRE ALARM BOX PARTS AND FIRE REGISTER PARTS.

RADIO DIVISION - \$25

PRECISION METERS REQUIRED FOR P.C.C. FREQUENCY CHECKS MUST BE SENT AND RECEIVED FROM CALIBRATION LABS AND TO THE FACTORY WHEN REPAIRS ARE NEEDED.

ELECTRICAL DIVISION - \$50

INCREASE OF \$50 REQUIRED FOR REMAINING DEFECTIVE ELECTRICAL AND ELECTRONIC TEST EQUIPMENT PURCHASED FOR THE NEW COMMAND AND CONTROL SYSTEM TO THE VENDOR FOR REPAIRS OR CALIBRATION AS REQUIRED.

B. MAINTENANCE AND REPAIR OF OFFICE EQUIPMENT

TO PROVIDE SUFFICIENT FUNDS FOR THE MAINTENANCE, REPAIR AND OVERHAUL OF TWELVE (12) TYPEWRITERS AND FOUR (4) CALCULATING MACHINES.

C. POSTAGE

TO PROVIDE SUFFICIENT FUNDS FOR POSTAGE STAMPS AND STAMPED ENVELOPES. THIS AMOUNT IS BASED ON THE EXPERIENCE WHICH AMOUNTED TO AN AVERAGE OF \$25 PER MONTH. (12 MONTHS X \$25 = \$300).

D. PHOTOSTATING AND PHOTOGRAPHY

TO PROVIDE SUFFICIENT FUNDS FOR THE LITHOGRAPH WORK REQUIRED ON THE ANNUAL REPORT, AND FOR IDENTIFICATION PHOTOGRAPHS OF PERSONNEL WORKING IN THE FIELD.

E. SUBSCRIPTIONS

THIS AMOUNT IS REQUIRED TO MAINTAIN FEDERAL DOCUMENTS, PUBLICATIONS, REGULATIONS AND TO OBTAIN COMMUNICATION BUILDINGS TO RETAIN CURRENT STATUS OF RADIO COMMUNICATIONS DEVELOPMENTS.

F.C.C. RULES & REGULATIONS \$ 65.00

FEDERAL REGISTER 50.00

INDUSTRIAL COMMUNICATIONS 130.00

COMMUNICATIONS MAGAZINE 15.00

CAL/OSHA AMENDMENT SERVICE 75.00

TOTAL \$335.00

F. OTHER CONTRACTUAL SERVICES

OTHER SERVICES WHICH ARE NOT INCLUDED IN OUR LINE ITEM BUDGETING ARE EXPECTED TO COST APPROXIMATELY THE SAME AMOUNT AS LAST YEAR'S EXPENDITURES.

018 SAME AMOUNT AS LAST YEAR

A. OFFICE SUPPLIES AND DEVICES

THIS AMOUNT REQUIRED TO PURCHASE REGISTER TAPE FOR THE FIRE ALARM RECORDING REGISTERS AT THE CENTRAL FIRE ALARM OFFICE, DRAWING, & OFFICE SUPPLIES FOR ALL DIVISIONS OF THE DEPARTMENT. THIS INCLUDES ITEMS SUCH AS WORK REPORT FORMS, COMPLAINT FORMS, LOG SHEETS, FOLDERS, STATIONERY, ENVELOPES, ACCOUNTING SUPPLIES, TABLETS, STENCILS AND OTHER MISCELLANEOUS OFFICE SUPPLIES

ADMINISTRATION \$ 910

FIRE ALARM OFFICE 960

ELECTRICAL DIVISION 300

MECHANICAL DIVISION 400

RADIO DIVISION 130

TOTAL \$2700

GENERAL FUND (01-001) \$2500
ROAD FUND (01-099) 100
TOTAL \$2700

BUDGET EXPLANATIONS

FISCAL YEAR
1979-80

ELECTRICITY

DEPARTMENT: BOARD OF COMMISSIONERS

018 B.

PHOTO COPY PAPER

THE \$500 REQUESTED IS NECESSARY TO PROVIDE PHOTO COPY PAPER FOR ALL DIVISIONS OF THE DEPARTMENT OF ELECTRICITY. THE AMOUNT REQUESTED IS BASED ON OUR AVERAGE EXPENDITURE OVER THE PRIOR 5-YEAR PERIOD.

ESTIMATED COST FOR EACH DIVISION PROJECTED AS FOLLOWS:

ADMINISTRATION AND FIRE	\$150
ALARM OFFICE	210
RADIO	50
MECHANICAL	60
ELECTRICAL	<u>30</u>
TRAFFIC	\$500
TOTAL	\$470
GENERAL FUND (01-001)	30
ROAD FUND (01-099)	

019

SAME AMOUNT AS LAST YEAR

THE AMOUNT OF \$1000 IS NECESSARY TO PURCHASE TIRES FOR 46 VEHICLES - TWO (2) TRAILER-MOUNTED COMPRESSORS, ONE (1) TRAILER WITH WELDER, AND A TRAILER-MOUNTED CABLE DOLLY.

THE VEHICLES VARY FROM PASSENGER VEHICLES TO TWO-TON TRUCKS.

01	001	75	00	00
FUND	FUND	DEPT	DIV	SEC
GROUP				

020 SAME AMOUNT AS LAST YEAR.

A. EQUIPMENT SUPPLIES (PARKING METERS REPLACEMENT PARTS) THIS AMOUNT IS REQUIRED TO PURCHASE REPLACEMENT PARTS FOR APPROXIMATELY 15,600 PARKING METERS.

GROSS REVENUE FROM PARKING METERS FOR 1977 WAS \$2,500,155. WITH GOOD MAINTENANCE WE HOPE TO INCREASE THIS REVENUE. WE HAVE TWO (2) BRANDS OF PARKING METERS - DUNCAN & P.O.M., NECESSITATING PARTS FOR EACH BRAND. WE WILL CONTINUE THE TIER REPLACEMENT PROGRAM OF 1,000 TIERS A YEAR AT \$14.00 EACH. THIS AMOUNT REPRESENTS APPROXIMATELY \$1.50 PER METER PER YEAR.

\$22,000

B. EQUIPMENT SUPPLIES (PARKING METER DECALS)

PARKING METER DECALS ARE NECESSARY TO INFORM THE PUBLIC OF THE DAYS AND HOURS OF ENFORCEMENTS, PARKING TIME LIMITS, TOW-AWAY ZONES, ETC. IN SOME AREAS, STREET SIGNS HAVE BEEN ELIMINATED AND THE PUBLIC DEPENDS SOLELY ON THE INFORMATION ON THE PARKING METER DECALS. WITH CONTINUOUS CHANGES DUE TO CONSTRUCTION, DIRECTION OF TRAFFIC (ONE WAY), TIME LIMITATIONS FOR LOADING ZONES, TOW-AWAY ZONES, DECALS ARE CHANGED FREQUENTLY. WE HAVE APPROXIMATELY 60 DIFFERENT DECALS IN USE ON 15,500 METERS.

\$ 1,700

ELECTRICITY
Department: Bureau of Communications

021 INCREASE OF \$5000

A. ELECTRICAL SUPPLIES

\$ 4273

1. ELECTRICAL DIVISION \$3373

THIS AMOUNT IS REQUIRED TO PURCHASE THE UNDERGROUND CONDUIT USED BY THIS DEPARTMENT OVER A 12-MONTH PERIOD. WE ALSO PURCHASE CABLE AND ELECTRICAL SPLICING TAPES AND NUMEROUS OTHER ELECTRICAL ITEMS, SUCH AS SWITCHES, TRANSFORMERS, CIRCUIT BREAKERS, LIGHTNING ARRESTORS, RECEPTER TUBES, OUTLET & JUNCTION BOXES, AND NUMEROUS OTHER ELECTRICAL AND ELECTRONIC COMPONENTS AND SUPPLIES.

2. MECHANICAL DIVISION \$ 900

THIS AMOUNT IS REQUIRED TO PURCHASE INSULATING MATERIALS, SUCH AS PAINTING BRUSHES AND ROPS USED IN THE MAINTAINING & REPAIRING OF FIRE ALARM BELLERS, INSTRUMENT MOUNTING, ETC. ELECTRICAL SUPPLIES HAVE BEEN ADDED TO THIS LINE FOR MECHANICAL COVERS.

B. WIRE AND CABLE

\$ 6000

THE AMOUNT REQUESTED IS TO PROVIDE FOR MINIMUM GUARANTEES OF UNDERGROUND CABLES WE MUST HAVE IN STOCK TO PROVIDE FOR EMERGENCY REPLACEMENT OF FIRE ALARM AND POLICE COMMUNICATION CABLES UNDER 50-PAIR. THIS CABLE IS USED TO REPLACE SECTIONS OF OUR UNDERGROUND CABLE BETWEEN MANHOLES WHICH FAIL DUE TO DAMAGE BY STREET IMPROVEMENT CONSTRUCTION, OTHER CITY DEPARTMENTS, UTILITY COMPANIES, FLOODED MANHOLES, GAS EXPLOSIONS, ETC., ETC. THE FUNDS REQUESTED WILL PROVIDE APPROXIMATELY THE FOLLOWING:

8000' - 2 PAIR - \$390 WFT =	\$3120
5000' - 3 PAIR - 350 WFT =	2100
4000' - 2 CONDUCTOR	
195 WFT =	780
TOTAL	\$6000

C. CABLE CATASTROPHIC REPLACEMENTS

\$5000

1250' - 100 PAIR FIRE ALARM AND POLICE COMMUNICATIONS CABLE AT \$4 PER FOOT = \$5000
THIS LINE ITEM IS USED TO REPLACE OUR LARGEST SIZE 50-100, and 200 PAIR CABLE USED FOR OUR RESERVE STOCK TO REPLACE DAMAGED OR DEFECTIVE SECTIONS BETWEEN MANHOLES. (CONT'D.)

CABLE CATASTROPHIC REPLACEMENTS (CONT'D.)

SINCE THIS ITEM WAS LAST REQUESTED IN OUR 1977-78 BUDGET, IT HAS BEEN NECESSARY TO REPLACE THREE (3) SECTIONS OF THIS 100 PAIR CABLE IN THE SOUTH OF MARKET AREA DUE TO DAMAGE BY SUPERSTRAIN WRETHINGS. THIS CABLE MUST BE AVAILABLE IN STOCK IN ORDER TO PROVIDE FOR IMMEDIATE REPLACEMENT OF DAMAGED CABLES IN ORDER TO RESUME SERVICE ON OUR VITAL FIRE ALARM AND POLICE COMMUNICATIONS SYSTEM. WE HAD NO REQUEST FOR THIS ITEM IN THE 1978-79 BUDGET. BUDGET REQUESTS WILL BE BASED ON THE PRIOR YEARS REPLACEMENTS.

D. TRAFFIC SIGNAL SUPPLIES

\$47,136

THE AMOUNT OF \$47,136 IS REQUIRED TO PROVIDE FOR THE SUPPLIES AND REPLACEMENT PARTS NECESSARY FOR THE EFFICIENT OPERATION OF 915 SIGNALIZED INTERSECTIONS OF TRAFFIC SIGNALS AND ASSOCIATED UNDERGROUND CONTROL CABLES. THE AMOUNT REQUESTED PROVIDES FOR:

MAJOR REPLACEMENT PARTS DUE TO DAMAGE, SUCH AS:
SPEED PULSES
MARBLET POLES
TRAFFIC SIGNAL HEADS
TRAFFIC CONTROLLERS
CONTROLLER CABINETS
ROUTINE MAINTENANCE & REPAIRS, CONSISTING OF ITEMS SUCH AS:

LAMP
WALK-WAIT TUBES
DIAL UNITS
TIME SWITCHES
TRANSFORMERS
RECEPTERS
RELAYS
WIRE
CONTROL CABLE
TAPES
AGGREGATE
POLE CLAMPS
CONDUIT
AND THOUSANDS OF OTHER SMALL MISCELLANEOUS REPLACEMENT PARTS FOR OUR TRAFFIC SIGNAL CONTROLLERS AND DISPLAYS.
BASED ON OUR MAINTENANCE FOR TRAFFIC SIGNAL (CONT'D.)

BUDGET EXPLANATIONS

FISCAL YEAR
1979 - 1980

ELECTRICITY

DEPARTMENT: BOARD OF COMMISSIONERS

021

D. TRAFFIC SIGNAL SUPPLIES (CONT'D.)

SIGNAL SUPPLIES ON NOV. 1, 1978 AMOUNTING TO \$22,422. CONTINUING PRICE INCREASES. THE ADDITION OF FIVE (5) NEW INTERSECTIONS TO BE INSTALLED. THE AMOUNT REQUESTED IS THE MINIMUM NECESSARY TO PROVIDE ADEQUATE MAINTENANCE OF THE TRAFFIC SIGNAL SYSTEM FOR FISCAL YEAR 1979-80.

ROAD FUND (01/099) \$47,136

E. TRAFFIC SIGNAL CONTINGENCY

THIS \$3,000 IS BUDGETED AT THE REQUEST OF THE DEPARTMENT OF PUBLIC WORKS, TO PROVIDE FOR SPECIAL PROJECTS, ALTERATIONS AND MODIFICATIONS TO THE TRAFFIC SIGNAL SYSTEM OTHER THAN MAINTENANCE, AS REQUESTED BY THE TRAFFIC ENGINEER.

ROAD FUND (01/099) \$ 3,000

F. ALARM AND SIGNAL SUPPLIES

THIS AMOUNT IS NEEDED TO CONTINUE THE PROGRAM OF MODERNIZING THE FIRE ALARM SYSTEM BY INSTALLING 25 NEW THREE-POLE NON-INTERFERING SUGGESTION, AUTOMATIC GROUNDING THE FIRE ALARM BOX MOVEMENTS ON AN ANNUAL BASIS.

\$3150

G. ELECTRICAL WIRE AND POWER SUPPLIES

THE AMOUNT REQUESTED IS TO PROVIDE BUILDING WIRE USED BY OUR PLANT ELECTRICIANS, ELECTRICAL WIRE USED BY OUR LINE CREWS FOR SERVICE TO FIRE AND POLICE CALL BOXES ON WOOD POLES THROUGHOUT THE CITY, ALL INTERIOR INTERCOM AND TELEPHONE WIRE AND CABLE, BATTERIES, CHARGERS AND RECTIFIERS, MOTORS, STARTERS, CONTROLS AND MISCELLANEOUS PARTS.

\$ 250

H. LIGHTING FIXTURES AND LAMPS

THIS AMOUNT IS REQUESTED TO PROVIDE FOR FLUORESCENT LAMPS, BALLASTS, FIXTURES, LEASES AND CONTRACTS FOR LIGHTING AT THE CENTRAL FIRE ALARM STATION, CENTRAL RADIO STATION, ADMINISTRATIVE OFFICES, AND SECS AND YARD LIGHTING AT 901 RANKIN ST.

\$ 300

I. CABLE WIPING SOLDER

THE AMOUNT OF \$390 IS THE MINIMUM REQUIRED TO PROVIDE THE WIPING SOLDER FOR INSTALLING AND REPLACING LEAD SLEEVES ON OUR UNDERGROUND LEAD-SHEATHED FIRE ALARM AND COMMUNICATIONS CABLES THROUGHOUT THE CITY BY OUR FOUR (4) CABLE REPAIRING CREWS.

\$ 390

TOTAL REDUCTIONS IN ELECTRICAL SUPPLIES ARE AS FOLLOWS:

BASE LEVEL	-----0-----	FIRST ADD-ON	\$1000
SECOND "			1000
THIRD "			1000

022 SAME AMOUNT AS LAST YEAR

\$2200

PLUMBING

THE AMOUNT OF \$2200 IS REQUESTED TO PURCHASE TWO (2) INCH GALVANIZED PIPE FOR PARKING METER POSTS AND FOUR (4) INCH GALVANIZED PIPE FOR FIRE BOX STANDARDS AND GUARD POSTS. THERE ARE 15,600 PARKING METER INSTALLATIONS, AND SAME ARE DAMAGED BY VEHICLES. ANY RECOVERED FUNDS FROM DAMAGE GO INTO THE GENERAL FUND, NOT THIS DEPARTMENT'S. WE USE PIPE IN RELOCATIONS, REPLACEMENTS AND NEW INSTALLATIONS.

01	001	75	02	02
FUND	FUND	DEPT	DIV	SEC
GROUP				

BUDGET EXPLANATIONS

ELECTRICITY

DEPARTMENT, BOARD, OR COMMISSION

FISCAL YEAR
1979-80

01	001	75	00	00
FUND	FUND	DEPT	DIV	SEC
GROUP				

023 SAME AMOUNT AS LAST YEAR

THE CLEANING AND JANITORIAL SUPPLIES ARE REQUIRED TO SUPPLY & MAINTAIN THREE (3) BUILDINGS:

- (1) DEPARTMENT OF ELECTRICITY BUILDING-901 RANKIN ST.
- (2) CENTRAL FIRE ALARM STATION-1003 TUCKER ST.
- (3) CENTRAL RADIO STATION AT TWIN PEAKS.

ALL ARE OCCUPIED BY APPROXIMATELY 140 EMPLOYEES.

GENERAL FUND (01-001) \$709, ROAD FUND (01-099) \$166

024 INCREASE OF \$1,920

A. REPLACEMENT PARTS & COMPONENTS-COMMAND & CONTROL

THIS AMOUNT REQUIRED TO MAINTAIN OUR SUPPLY OF MAJOR SPARE PARTS & COMPONENTS NECESSARY TO ASSURE OPERATION OF THE FIRE DEPT'S COMMAND AND CONTROL SYSTEM WHICH INCLUDES:

- 8 - DISPATCH CONSOLES WITH VIDEO MONITORS
- 1 - ELECTRONIC STARTER WALL DISPLAY
- 60 - FIRE STATION CONSOLES WHICH INCLUDE:

- 60 PA AMPLIFIERS
 - 60 TOUCHTONE DECODERS
 - 60 TELETYPE - MODEL 33
 - 60 SETS OR 120 LEAD CALCIUM BATTERIES
- AND OTHER LESS EXPENSIVE SPARE PARTS & COMPONENTS TOO NUMEROUS TO MENTION.

MANAGEMENT INFORMATION SYSTEM - \$1,920

THE S.F. FIRE DEPT. ADVISE BY LETTER SEPT. 5, 1978 THAT THE FOLLOWING EQUIPMENT HAS BEEN ADDED TO THE COMMAND & CONTROL SYSTEM AND AS SUCH BECOMES THE DEPT. OF ELECTRICITY'S RESPONSIBILITY FOR MAINTENANCE:

- 11 LEAR STEIGLER CRT TERMINALS
 - 4 TIMEPLEX MULTIPLEXORS
 - 7 DIGITAL IA 180 PRINTERS
 - 4 COMLINE II MODEMS
 - 1 COOKE SWITCH, LINE SWITCHING
- WE ESTIMATE THAT AN ADDITIONAL \$1920/YR. WILL BE REQUIRED TO MAINTAIN THIS EQUIPMENT.

B. RECORDING REPRODUCTION-MISCELLANEOUS PARTS

RECORDING AND REPRODUCING COMPONENTS ARE REQUIRED TO PROVIDE REPLACEMENTS OF RECORDING HEADS ON RECORDERS AT THE HALL OF JUSTICE, CENTRAL FIRE ALARM STATION AND THE EMS AT 101 GROVE ST. THESE RECORDING HEADS ARE USED IN EQUIPMENT THAT COMMUNIST REPRODUCES POLICE, FIRE AND EMERGENCY MEDICAL SERVICES AND TELEPHONE INFORMATION, SIXTY (60) CHANNELS ARE NOW RECORDED WITH THIS EQUIPMENT, AND COMPONENT REPLACEMENT IS NECESSARY. \$25.00

C. RADIO - COMMUNICATION SUPPLIES

THE AMOUNT OF \$21,500 IS NEEDED TO PURCHASE RADIO MATERIALS AND SUPPLIES USED IN THE MAINTENANCE OF THE RADIO EQUIPMENT AND SYSTEMS USED BY ALL CITY DEPARTMENTS.

THERE HAS BEEN AN INCREASE IN THE NUMBER OF EQUIPMENT REQUIRING MAINTENANCE. THIS INCREASE IS APPROXIMATELY 20% BECAUSE OF EQUIPMENT ADDED IN 1975/76/77 & 1978. WE MUST ALSO ASSUME A MINIMUM 2% INFLATIONARY INCREASE IN THE COST OF COMPONENTS. THESE FUNDS ARE USED FOR MAINTENANCE & REPAIR PARTS FOR EQUIPMENT OPERATED IN RADIO SYSTEMS UTILIZED BY THE FOLLOWING DEPARTMENTS: POLICE, FIRE, PUBLIC WORKS, ELECTRICITY, PUBLIC HEALTH, CORONER, EMERGENCY SERVICES, AND THE SHERIFF'S DEPARTMENT. \$21,500

D. ELECTRICAL DIVISION - \$240

THIS AMOUNT NECESSARY TO PROVIDE FOR THE MAINTENANCE, REPAIR AND REPLACEMENT OF APPROXIMATELY 100 VISITOR'S TELEPHONES AT THE CITY AND COUNTY JAILS, AND FOR MATERIALS AND SUPPLIES REQUIRED FOR THE TELEPHONE SWITCHBOARD, THE TELETYPE SYSTEM AND THE CHIEF OF POLICE'S PRIVATE AUTOMATIC TELEPHONE SYSTEM.

MECHANICAL DIVISION - \$161

THIS AMOUNT REQUIRED TO PURCHASE MISCELLANEOUS TELEPHONE AND TELEGRAPH EQUIPMENT PARTS FOR POLICE CALL BOXES, DESK SETS IN THE HALL OF JUSTICE, POLICE STATIONS, DEPT. OF ELECTRICITY ADMINISTRATIVE OFFICES & SHOPS, & THE CENTRAL FIRE ALARM STA.

E. RADIO SUPPLIES FOR OTHER DEPARTMENTS

1. PARTS & MATERIALS REQUIRED IN SERVICING THE COMMUNICATIONS SYSTEM IN THE BOARD OF SUPERVISORS' CHAMBERS & COMMITTEE MEETING ROOM. \$100
2. PARTS & MATERIAL REQUIRED IN SERVICING COMMUNICATIONS EQUIP. IN D.P.W. TRAFFIC VEHICLES. \$200

TOTAL REDUCTIONS IN COMMUNICATIONS SUPPLIES ARE AS FOLLOWS
 BASE LEVEL: \$10,178
 FIRST ADD-ON: \$2,742 SECOND ADD-ON: \$0
 THIRD ADD-ON: \$300

FORM 4180

BUDGET EXPLANATIONS

FISCAL YEAR

ELECTRICITY

Department Budget or Construction

01	001	75	02
FUND	FUND	DEPT	DIV
SEC			

GROUP

025	\$ 500	027	\$ 1240
SAME AMOUNT AS LAST YEAR		SAME AMOUNT AS LAST YEAR	
SAFETY SUPPLIES		CONSTRUCTION MATERIALS	
THIS AMOUNT REQUIRED TO PURCHASE SAFETY SUPPLIES FOR OUR VEHICLES, SUCH AS HIGH PILE BARRICADES, FLAGS, TRAFFIC CONES, FIRE EXTINGUISHERS, FIRST AID KITS AND REPLACEMENT SUPPLIES.		ELECTRICAL DIVISION \$800	
PERSONAL SUPPLIES, SUCH AS COGLES, RESPIRATORS, FACE MASKS, RUBBER GLOVES, TOE GUARDS, SHIN GUARDS, ETC. ETC.		THIS AMOUNT REQUIRED TO PROVIDE POLE LINE HARDWARE FOR USE ON OUR OVERHEAD FIRE ALARM AND POLICE COMMUNICATIONS SYSTEM.	
MACHINE GUARDS, THREE-WIRE GROUNDING DEVICES, ETC. ETC.		MECHANICAL DIVISION \$440	
THIS AMOUNT REQUIRED TO PURCHASE CAP SCREWS, MACHINE SCREWS, NUTS AND BOLTS. THIS HARDWARE IS USED FOR MAINTENANCE ON THE FIRE ALARM SYSTEM, POLICE COMMUNICATIONS SYSTEM, PARKING METER INSTALLATIONS, 55 AIR RAID WARNING SIGNS, PLANT MAINTENANCE AND SPECIAL RADIO EQUIPMENT.			
026	\$ 900	B.	\$ 1300
SAME AMOUNT AS LAST YEAR		LUMBER AND MILLWORK	
SMALL TOOLS		ELECTRICAL DIVISION \$1000	
ELECTRICAL DIVISION \$270		THIS AMOUNT IS FOR CROSSARMS, WOOD INSULATOR PINS, AND REDWOOD MOLDING REQUIRED FOR THE MAINTENANCE OF OUR OVERHEAD FIRE ALARM AND POLICE COMMUNICATIONS SYSTEM THROUGHOUT THE CITY. ATP FOR CONSTRUCTION GRADE LUMBER FOR SHORING AND CONCRETE FORMS.	
THE AMOUNT REQUESTED IS NECESSARY TO PROVIDE FOR TOOLS WHICH ACCORDING TO UNION CONTRACT MUST BE FURNISHED BY THE EMPLOYER. THESE TOOLS ARE USED IN OUR ELECTRIC SHOP AND IN OUR FIELD MAINTENANCE VEHICLES AND CONSIST OF ITEMS SUCH AS, CONCRETE DRILLS, AUGER BITS, BRACES, WOOD CHISELS, BACK SAWS, CONDUIT DIES, CONDUIT BENDING TOOLS, CABLE CUTTERS, HOT WIRE CUTTERS, TREE TRIMMERS, CABLE GRIPS, LEVELS, SOCKET SETS, RELAY ADJUSTING TOOL KITS, AND NUMEROUS SMALL TOOLS USED IN THE MAINTENANCE OF TELEPHONE SWITCHBOARD AND TELETYPE MACHINES.		MECHANICAL DIVISION \$ 300	
MECHANICAL DIVISION \$522		WE NEED THIS AMOUNT FOR MAKING NEW PLYWOOD CONTAINERS TO USE ON FLATBEDS OF THE TRUCKS TO REACH INTO WORK ON TRAFFIC SIGNALS. WE ALSO MANUFACTURE WOODEN WEDGES FOR PARKING METER FORMS.	
THE AMOUNT REQUESTED IS NECESSARY TO PURCHASE SMALL TOOLS THAT WEAR OUT, E.G.: HAMMERS, TAPS AND DIES, FILES, SAW BLADES, SCRAPPERS, CHISELS, SOCKETS, GAUGES, STAR DRILLS, WRENCHES, ETC. ETC.		C.	
RADIO DIVISION \$108		AGGREGATE AND OTHER BUILDING MATERIALS \$2840	
THIS AMOUNT REQUESTED IS NEEDED FOR REPLACEMENT OF SMALL HAND TOOLS AS THEY WEAR OUT IN THE PERFORMANCE OF NORMAL WORK ACTIVITY, TOOLS, SUCH AS FILES, SOLDERING GUNS, WRENCHES, SOCKETS, DRILLS, PUNCHES, METERS, AND ELECTRICAL MEASURING DEVICES ETC. ETC.		ELECTRICAL DIVISION \$2840	
ELECTRICAL DIVISION \$270		THIS AMOUNT REQUIRED FOR PURCHASE OF FIRE BOX GLASS, CONCRETE FULL ROLLS, CEMENT, SAND AND AGGREGATE REQUIRED FOR THE MAINTENANCE OF THE MUNICIPAL FIRE ALARM AND POLICE COMMUNICATIONS SYSTEMS.	
MECHANICAL DIVISION \$522		MECHANICAL DIVISION \$ 500	
RADIO DIVISION \$108		THIS AMOUNT REQUIRED FOR THE CEMENT, SAND, AND GRAVEL REQUIRED FOR INSTALLING, RESETTING AND RELOCATING PARKING METERS.	
TOTAL \$900			

029 (CONTINUED)

MECHANICAL DIVISION - \$1500

MINOR MISC. AUTO PARTS, E.G., MIRRORS, WINDSHIELD WIPERS, ETC. \$160
MISC. POWER EQUIPMENT PARTS, V BELTS, PULLEYS, GEARS 160
MISC. BALL BEARINGS AND STANDARD BEARINGS 13
MISC. WELDING, SOLDERING AND BRAZING SUPPLIES 130
REPAIR PARTS FOR PNEUMATIC DRILLS, PAVING BREAKERS, SPADERS, ETC. 170
SAFETY EQUIPMENT, GOGGLES, PROTECTIVE HOODS, GLOVES FOR WELDING & ACID, RESPIRATORS FOR PAINTING, OTHER PROTECTIVE DEVICES FOR SAFETY. 195
MISC. MAGNET WIRE FOR USE IN MANUFACTURING COILS AND SOLENOIDS. 162
MISC. DROP CLOTHES, RAGS, ETC. 140
SOAP & SOAP POWDERS, TOWELS, TOILET PAPER, SEAT COVERS, ETC. 253
\$1500

ELECTRICAL DIVISION - \$1068

PNEUMATIC TOOL BITS \$130
ROPE 195
DIX GOODS AND FABRICS 65
SAFETY EQUIPMENT, TRAFFIC CONES, ETC. 227
PIPE TUBING, HOSE FITTINGS 130
FIRST AID SUPPLIES 178
CHEMICALS & GASES, INSECT & RAT POISONS, ETC. 100
CLEANING SUPPLIES 55
DUCT SEAL, WATER PLUG 78
\$1068

ADMINISTRATION & FIRE ALARM DIV. - \$172

MISC. REPLACEMENTS AND PARTS \$172
RADIO DIVISION \$660
MECHANICAL DIVISION 1500
ELECTRICAL DIVISION 1068
ADMINISTRATION & FIRE ALARM DIVISIONS 172
GRAND TOTAL \$3400

TOTAL REDUCTIONS IN OTHER MATERIALS & SUPPLIES ARE AS FOLLOWS:

BASE LEVEL: \$ -0-; FIRST ADD-ON: \$3,626
SECOND ADD-ON: \$3,626
THIRD ADD-ON: \$3,626

070 SAME AMOUNT AS LAST YEAR
INSURANCE - DIRECT DAMAGE OR LOSS
THE AMOUNT OF \$765 IS REQUIRED TO INSURE THIRTEEN (13) PIECES OF EXPENSIVE TEST EQUIPMENT WHOSE REPLACEMENT VALUE IS APPROXIMATELY \$51,000. THIS EQUIPMENT IS USED IN OUR SHOPS AND IS TRANSPORTED IN CITY-OWNED VEHICLES THROUGHOUT THE CITY AS REQUIRED. WE CONSIDER THIS INSURANCE HIGHLY ESSENTIAL. THE CITY WAS ABLE TO RECOVER OVER \$8000 FOR EQUIPMENT STOLEN IN A BURLIARY DURING FISCAL YEAR 1974-75.

031 SAME AMOUNT AS LAST YEAR

MEMBERSHIP DUES

TO PROVIDE FUNDS FOR ANNUAL MEMBERSHIP DUES IN THE INTERNATIONAL MUNICIPAL SIGNAL ASSOCIATION AND ASSOCIATED PUBLIC SAFETY COMMUNICATIONS OFFICERS, INC. CONTINUED MEMBERSHIP IN BOTH ORGANIZATIONS IS ESSENTIAL TO THE OPERATIONS OF THE DEPARTMENT.

OUR REQUEST COVERS:

INSA - (GENERAL MANAGER, & SUPT. OF ELECTRICAL MAINT. & CONSTRUCTION) \$ 60
TWO (2) @ \$30 =

APCO - (GENERAL MANAGER, RADIO ENGR.
ONE (1) SR-RADIO TECH. AND ONE (1) RADIO TECHNICIAN \$150
FOUR (4) @ \$37.50 \$210
\$360

032 SAME AMOUNT AS LAST YEAR

RENT

RENTAL OF SPACE FOR FOUR (4) DIFFERENT SATELLITE RECEIVER AND/OR TRANSMITTER LOCATIONS FOR CITY & COUNTY RADIO SERVICES. SATELLITE LOCATIONS ARE BANK OF AMERICA, PRESBYTERIAN MEDICAL CENTER, CALIFORNIA AUTOMOBILE ASSN. & THE FAIRMONT HOTEL.

033 SAME AMOUNT AS LAST YEAR

AMOUNT OF \$100 BUDGETED ON A CONTINGENCY BASIS TO REIMBURSE THE REAL ESTATE DEPT. FOR PREPARING LEASES AND NEGOTIATING FOR NEW COMMUNICATIONS SITES FOR THE INSTALLATION OF RADIO EQUIPMENT AND FOR THE PROCESSING AND RENEGOTIATION OF EXISTING LEASES. PRESENT LOCATIONS INCLUDE THE BANK OF AMERICA, PRESBYTERIAN MEDICAL CENTER, CALIF. AUTOMOBILE ASSOCIATION AND THE FAIRMONT HOTEL.

FORM 4280

BUDGET EXPLANATIONS

FISCAL YEAR

1979 - 1980

ELECTRICITY

DEPARTMENT, DIVISION, OR COMMISSION

034 DECREASE OF \$2,400

MAINTENANCE & REPAIR OF AUTOMOTIVE EQUIPMENT

\$21,600

038

INCREASE OF \$1,331
LIGHT, HEAT AND POWER

\$25,451

THE AMOUNT OF \$21,600 IS 10% LESS THAN THE \$24,000 WE WERE ALLOWED LAST YEAR. THIS IS TO MAKE NECESSARY REPAIRS TO 46 VEHICLES, 5 EMERGENCY MOTOR GENERATORS, 2 TRAILER MOUNTED AIR COMPRESSORS, 1 TRUCK MOUNTED AIR COMPRESSOR, AND 1 FORK LIFT.

035 FUEL AND LUBRICATION (SEE 028)

036 DECREASE OF \$377

SERVICES OF OTHER DEPARTMENTS (PURCHASING)

\$8,565

TO PROVIDE 50% OF THE SALARY OF ONE (1) 1934 SMOKESEEPER.

039

PURCHASING DEPT. WILL BUDGET THE OTHER 50% FROM ROAD FUNDS.

EMPLOYEE SALARIES

\$6,590

MANDATORY FRINGE BENEFITS:

SOCIAL SECURITY \$ 404
RETIREMENT 1,321
HEALTH SERVICES 222
UNEMPLOYMENT INS. COST 27
UNEMPLOYMENT INS. ADM. 1

1,975
8,565

037 SAME AMOUNT AS LAST YEAR

MAINTENANCE & REPAIR OF BUILDINGS

\$4,000

THE AMOUNT OF \$4,000 IS REQUIRED TO MAINTAIN & REPAIR 3 BUILDINGS AT DIFFERENT SITES.

1. DEPT. OF ELECTRICITY AT 901 HARKIN ST.
2. CENTRAL FIRE ALARM AT 1003 TUCK ST.
3. CENTRAL RADIO STATION AT TWIN PEAKS.

THIS AMOUNT IS FOR NECESSARY PAINTING, REPAIRING OF ROOFS, REPLACING METAL GUTTERS, REPAIRING OF FLOORS, AND ANY NECESSARY PLUMBING WORK. THE CENTRAL RADIO STATION HAS NEVER BEEN PAINTED.

THE DEPARTMENT OF ELECTRICITY BUILDING AT 901 HARKIN ST. IS BADLY IN NEED OF PAINT AND THE METAL ROOF NEEDS CONSTANT CARE. THE TWIN PEAKS AT CENTRAL FIRE ALARM HAS BEEN PATCHED MANY TIMES.

01	001	75	00	00
FUND	FUND	DEPT	DIV	SEC

THE AMOUNT OF \$25,451 IS RECOMMENDED BY THE BUREAU OF LIGHT, HEAT & POWER TO PROVIDE FOR GAS & ELECTRIC SERVICES AT VARIOUS FACILITIES OF THE DEPT. OF ELECTRICITY.

ELECTRICITY	\$11,000
GAS	14,331
ADMINISTRATION	120
	25,451

01/001 GENERAL FUND 75% 20,024
01/009 ROAD FUND 25% 5,427
25,451

SAME AMOUNT AS LAST YEAR

REPRODUCTION SERVICES

\$ 600

THE \$600 REQUESTED IS TO PROVIDE FOR THE BLUEPRINTING & PHOTOGRAPHING NECESSARY IN THE MAINTENANCE & OPERATION OF OUR TRAFFIC SIGNAL SYSTEM, FIRE ALARM SYSTEM, CITY & COUNTY RADIO SYSTEMS, & NUMEROUS OTHER COMMUNICATIONS, ALARM & SIGNAL SYSTEMS IN THE CENTRAL RADIO STATION, HALL OF JUSTICE, CENTRAL FIRE ALARM OFFICE, FIRE STATIONS, OVERHEAD & UNDERGROUND PLANTS OF THE DEPARTMENT OF ELECTRICITY THROUGHOUT THE CITY.

REPRODUCTION CHARGES FOR THE BUDGET & OUR ANNUAL REPORT ARE ALSO INCLUDED IN THIS ITEM. NOTE: - OUR AVERAGE EXPENDITURE FOR THIS ITEM OVER THE PAST 5 YEARS AMOUNTS TO \$600.

GENERAL FUND	\$450
ROAD FUND	150
	600

CITY & COUNTY OF SAN FRANCISCO
BUDGET EXPLANATIONS

1522

PAGE 22

ELECTRICITY

DEPARTMENT: BOARD OF COMMISSIONERS

THE FOLLOWING ARE ITEMS IN THE DEPARTMENT OF ELECTRICITY'S BUDGET THAT ARE FUNDED BY THE ROAD FUND (01-099).

IDENTICAL REFERENCE INDEX NUMBERS WERE USED FOR ITEMS THAT ARE BOTH FUNDED BY THE GENERAL FUND (01-001) AND THE ROAD FUND TO FACILITATE CROSS-INDEXING BETWEEN THE TWO FUNDS.

IT IS SUGGESTED THAT REFERENCE BE MADE TO PAGES 1, 2 & 3 TO HAVE A FULL PICTURE OF HOW THE ROAD FUND FITS INTO THE DEPARTMENT'S BUDGET STRUCTURE. DETAILED NARRATIVE EXPLANATIONS FOR EACH ITEM CAN BE FOUND IN THE GENERAL FUND (01-001) SECTION.

001 - - INCREASE OF \$2,651.

CLASS NO. & TITLE	DATE TOTAL	ROAD FUND NO. OF POS.	ANNUAL SALARY AMOUNT	ROAD FUND SHARE %	ROAD FUND SHARE AMOUNT
1150 GENERAL MANAGER	1	-	\$ 33,539	20	\$ 6,708
1446 SR. CLERK STENOGRAPHER	1	-	12,006	20	2,401
1452 STENOGRAPHIC SECRETARY	1	-	13,937	20	2,787
1630 ACCOUNT CLERK	1	-	10,179	20	2,036
1650 ACCOUNTANT	1	-	14,799	20	2,960
1652 SR. ACCOUNTANT	1	-	17,852	20	3,570
5352 ELECT. ENGINEERING ASST. II	1	-	14,616	20	2,923
7123 MACH. SHOP & P.M. SUPT.	1	-	23,255	20	4,651
7131 ELECT. MAINT. & CONST. SUPT. I	1	-	27,066	25	6,767
	-0-	-			<u>\$ 34,803</u>

002 - - DECREASE OF \$13,324

2708 CUSTODIAN	1	-	\$ 12,084	20	\$ 2,417
7258 ELECTRICIAN SUPV. I	2	-	44,542	100	44,542
7258 MAINT. MACH. SUPV. I	1	-	22,916	20	4,583
7275 CABLE SPLICER SUPV. I	1	-	24,743	50	12,372
7276 ELECTRICIAN SUPV. II	1	-	24,743	50	12,372
7308 CABLE SPLICER	3	-	66,813	33-1/3	22,271
7332 MAINTENANCE MACHINIST	10	1	213,498	10	21,350
*7338 ELECTRICAL LINE WORKER	13	2	267,931	15.4	41,208
*7345 ELECTRICIAN	13	12	267,602	92.3	247,023
7346 PAINTER	2	2	72,536	66-2/3	48,358
7514 GENERAL LABORER	5	1	78,953	20	15,791
	21	-			<u>\$472,287</u>

*(INCLUDING SHIFT PAY)

LESS: SALARY SAVINGS 1 - MAINTENANCE MACHINIST

(SEE PAGE 6, ITEM D)

TOTAL

21,350

\$450,937

01 099 75 00 00
FUND FUND DEPT DIV SEC
GROUP

- 004 INCREASE \$15,507 (SEE PAGE 9).
006 DECREASE \$3,250 (SEE PAGE 9).
007 INCREASE \$19,108 (SEE PAGE 10).
011 SAME AS LAST YEAR (SEE PAGE 12).
013 DECREASE OF \$119 (SEE PAGE 12).
015 DECREASE OF \$423 (SEE PAGE 12).
018 SAME AS LAST YEAR (SEE PAGES 13 & 14, ITEMS A & B).
021 SAME AS LAST YEAR (SEE PAGES 15 & 16, ITEMS D & E).
023 SAME AS LAST YEAR (SEE PAGE 17).
028 INCREASE \$700 (SEE PAGE 21).

- 038 INCREASE \$3,663 (SEE PAGE 21).
039 SAME AS LAST YEAR (SEE PAGE 21).

FORM 4250

ELECTRICITY

FISCAL YEAR
1979-80

DEPARTMENT: BOARD, ON COMMISSION

001	099	75	00	00
FUND	FUND	DEPT	DIV	SEC
GROUP				

AT THE FIFTH ADD-ON THE DEPARTMENT OF ELECTRICITY WILL RESUME

THE FOLLOWING: (AFTER THE THIRD ADD-ON)

002 PERMANENT SALARIES - CRAFTS (SEE PAGES 4 THRU 7, & PAGE 22)

NO. OF POS.	CLASS NO. & TITLE	PROGRAM*	ANNUAL SALARY	PRIME BENEFITS	TOTAL
1 - 7338	ELECT. LINE WORKER	R&F	\$ 20,611	\$ 5,828	\$26,439
1 - 7332	MAINT. MACHINIST	R&F	21,350	6,120	27,470
1 - 8236	CHIEF FIRE ALARM DISP.	R&F	19,262	5,565	24,827
1 - 7514	GENERAL LABORER	R&F	15,790	4,644	20,434
1 - 7346	PAINTER	R&F	24,178	6,794	30,972
1/2 - 7367	RADIO TECHNICIAN (INCL. SPANDEX PAY)	R	20,920	6,720	27,640
1/4 - 7332	MAINT. MACHINIST	R	5,338	1,244	6,582
1 - 7332	(ROAD FUND 01-099)	R	21,350	6,120	27,470
2 - 7444	PAR. METER REPAIRER	PM	29,725	8,461	38,186

* R&F = POLICE & FIRE
R = RADIO
M = MECHANICAL SERVICE
PM = PARKING METERS

TOTAL INCREASE IN PERMANENT SALARIES \$178,514

004 OVERTIME - HOLIDAY - CRAFTS (RADIO) \$ 5,463 2,020

007 CORRESPONDING INCREASE IN MANDATORY PRIME BENEFITS (SEE PAGE 10) \$53,516

006 TEMPORARY SALARIES:

POLICE & FIRE
RADIO
MECHANICAL SERVICES
PARKING METERS

TOTAL INCREASE IN TEMPORARY SALARIES \$40,997

017 CONTRACTUAL SERVICES (NEW ITEM)
POLICE & FIRE-MAINTENANCE & REPAIR OF COMMAND AND CONTROL EQUIPMENT \$ 2,800

MATERIALS & SUPPLIES:
RADIO-COMMUNICATION SUPPLIES \$ 900
MECHANICAL SERVICES:

021 ELECTRICAL SUPPLIES 1,000
027 CONSTRUCTION MATERIAL 1,000
OTHER MATERIALS & SUPPLIES 3,626
TOTAL - MATERIALS & SUPPLIES \$ 6,526

NEW ITEM FACILITIES MAINTENANCE

POLICE AND FIRE \$ 14,000

SERVICE RESULTS & CONSEQUENCES:

A. POLICE & FIRE COMMUNICATIONS (SEE PAGES 4 & 5)

1. THE RESTORATION OF THE 7338 ELECTRICAL LINE WORKER WILL RESUME OUR NORMAL CON-
TINUED PLACEMENT ASSIGNED TO THIS FUNCTION AND
WILL PROVIDE US WITH MINIMUM PERSONNEL
REQUIRED TO MAN OUR OVERHEAD LINE CREW
AND UNDERGROUND CABLE CREWS.

2. RESTORATION OF THE 7332 MACHINIST WILL
RESUME OUR NORMAL COMPLEMENT OF 3
MACHINISTS ASSIGNED TO THIS FUNCTION AND
IS THE MINIMUM NUMBER REQUIRED TO PROVIDE
SHOP MAINTENANCE ON THE CITY'S 2021 FIRE
ALARM BOXES AND 469 POLICE CALL BOXES.

3. RESTORATION OF 8236 CHIEF FIRE ALARM DISP.
POSITION WOULD PROVIDE THE TEMPORARY
SUPERVISOR OF FIRE DISPATCHER AND TELE-
PHONE OPERATORS AT THE CENTRAL FIRE ALARM
STATION, FENDING OUR REQUEST FOR REPLACI-
TATION TO SR.ELECTRONIC CONTROL SYSTEMS
TECH. NECESSARY TO PROVIDE THE TEMPORAL
SUPERVISORY EXPERTISE ON THE NEW COMMAND &
CONTROL SYS. DURING THE ABSENCE OF THE
TELECOM.SUPV. DUE TO ILLNESS OR VACATION.
THE CONTINUANCE OF THIS POSITION & PROPOSED
REPLACI. IS REQUIRED IN ORDER TO PROVIDE
FOR THE PROMPT RESTORATION OF SERVICE ON
THIS NEW HIGHLY-COMPLEX SYSTEM WHICH IS
VITAL TO THE OPERATIONS OF THE FIRE DEPT.

BUDGET EXPLANATIONS

ELECTRICITY

FISCAL YEAR
1979-1980

DEPARTMENT BOARD ON COMMISSION

001	FUND GROUP
009	FUND
001 & 009	FUND DEPT
75	DIV
00	SEC

1524

Page 24

4. THE RESTORATION OF THE 7514-GENERAL LABORER WOULD RESTORE OUR NORMAL COMPLEMENT OF 3 LABORERS ASSIGNED TO THIS FUNCTION AND IS THE MINIMUM NUMBER REQUIRED TO SAFELY AND ECONOMICALLY OPEN TRENCHES, INSTALL, REPAIR, AND REPLACE UNDERGROUND FIRE ALARM AND POLICE COMMUNICATIONS CONDUITS ON THE CITY STREETS.
5. THE RESTORATION OF THE 7446 PAINTER WOULD PROVIDE A SINGLE PAINTER WITH WHOM WE WOULD ATTEMPT TO MAINTAIN THE APPEARANCE OF 2071 FIRE ALARM AND POLICE CALL BOXES ON THE CITY STREETS. PRIORITY WOULD BE GIVEN TO BUSINESS DISTRICTS AND CORROSIVE AREAS, SUCH AS THE OUTER SUNSET WHERE OUR BOXES DETERIORATE DUE TO SALT AIR AND INCLEMENT WEATHER CONDITIONS.
6. AT THIS LEVEL WE COULD ALSO RESTORE \$5,395 IN TEMPORARY SALARIES DELETED IN THE 83.1% BUDGET, AS THEY ARE URGENTLY NEEDED TO PROVIDE FOR CONTINUOUS MAINTENANCE AND REPAIR OF THESE ESSENTIAL PUBLIC SAFETY SYSTEMS DURING THE VACATION SEASON.
7. MAINTENANCE AND REPAIR OF COMMAND & CONTROL EQUIPMENT - \$2,800. THIS LINE ITEM WAS NOT INCLUDED IN OUR ORIGINAL BUDGET REQUEST. THIS AMOUNT IS REQUESTED ON A CONTINGENCY BASIS TO PROVIDE FOR REIMBURSEMENT OF FIELD MAINTENANCE PERSONNEL OF THE VARIOUS COMPANIES WHOSE EQUIPMENT HAS BEEN INSTALLED AS A PART OF THE COMMAND AND CONTROL SYSTEM FOR THEIR SERVICES AS REQUIRED TO SOLVE UNFORESEEN PROBLEMS AND TO EFFECT EMERGENCY REPAIRS NECESSARY FOR THE RESTORATION OF NORMAL OPERATIONS ON THE COMMAND AND CONTROL SYSTEM.
- ALTHOUGH WE ARE MAINTAINING THIS EQUIPMENT WITH OUR OWN PERSONNEL, WE WOULD BE NEGLIGENT IF WE DID NOT ASSUME THAT ON SOME OCCASIONS THE TECHNICAL EXPERTISE AND ASSISTANCE OF THE MANUFACTURER'S REPRESENTATIVE WOULD BE REQUIRED ON SOME OF THIS HIGHLY-COMPLEX TECHNICAL EQUIPMENT.
- THIS FUND IS ALSO USED FOR THE RETURN OF SPECIALIZED COMPONENTS AND EQUIPMENT TO THE FACTORY FOR REPAIR OR RECALIBRATION.
8. FACILITIES MAINTENANCE - SIREN WARNING SYSTEM REHABILITATION - \$14,000. PROJECT IDENTIFICATION NO.231-78-102. THE CITY OPERATES 53 SIRENS TO WARN OF IMPENDING DISASTER. THESE ARE OF VARYING AGES BUT AVERAGE ABOUT 20 YEARS OLD.
- SUPPORTING STRUCTURES, FOUNDATIONS, HARDWARE AND THE SIRENS AND THEIR CONTROL SYSTEMS HAVE DETERIORATED AND ARE IN NEED OF MAJOR REPAIRS.
- REPAIRS WILL BE MADE OVER A 5-YEAR PERIOD WITH EACH YEAR COSTING \$14,000.
- PART OF THE WORK IN THE FIRST YEAR WILL BE AN ASSESSMENT OF THE CONDITION OF EACH INSTALLATION AND THE ESTABLISHMENT OF A PRIORITY SYSTEM FOR REHABILITATION.
- B. RADIO - THE RESTORATION OF 1/4-7367 RADIO TECHNICIAN, \$10,982 OF STANDEY PAY, \$12.2% IN TEMPORARY SALARIES, AND \$900 IN COMMUNICATION SUPPLIES WILL ENABLE THE RADIO DIVISION TO SERVICE APPROXIMATELY 325 RADIO PAGES OF THE HEALTH DEPARTMENT AND THE SAN FRANCISCO GENERAL HOSPITAL (SEE PAGE 6).
- C. MECHANICAL - THE RESTORATION OF 1/4-7332 MAINTENANCE MECHANIC, \$20,932 IN TEMPORARY SALARIES, AND \$5,626 IN MATERIALS AND SUPPLIES WILL ENABLE THE MACHINE SHOP TO CATCH UP ON REMANUFACTURING SOME OF THE THINGS WE HAVE FALLEN BEHIND IN. THE SOUNDERS FOR FIRE BOXES USE A LOT OF MAN HOURS. THE TRAFFIC SIGNAL POLES AND CONTROLLERS HAVE BEEN NEGLECTED. THEY CAN BE SAVED BY WELDING. THE MACHINE SHOP GETS MORE WORK NOW FROM TRAFFIC AND RADIO THAN IT EVER DID BEFORE.
- D. TRAFFIC - THE RESTORATION OF 1 - 7332 MAINTENANCE MECHANIC (ROAD FUND 01-099, SEE PAGE 6, ITEM D & PAGE 22) WILL PROVIDE THE NORMAL COMPLEMENT OF PERSONNEL FOR TRAFFIC SIGNAL MAINTENANCE AND IS THE AMOUNT REQUIRED TO ADEQUATELY MAINTAIN OUR TRAFFIC SIGNAL SYSTEM.
- E. PARKING METERS - THE RESTORATION OF 2 - 7444 PARKING METER REPAIRERS, AND \$20,932 IN TEMPORARY SALARIES WILL ENABLE THE PARKING METER DIVISION TO SERVICE TWO DISTRICTS WHICH WILL OTHERWISE BE KEPT OPEN UNDER THE 3RD ADD-ON. IT WILL ALSO ENABLE THE DIVISION TO PROVIDE FOR RELIEF PERSONNEL IN CASE OF VACATIONS AND SICK LEAVE.

CITY & COUNTY OF SAN FRANCISCO
BUDGET EXPLANATIONS

ELECTRICITY (75)

DEPARTMENT, BOARD, OR COMMISSION

01	001
FISCAL YEAR	FUND
1979 - 1980	DEPT
	DIV
	SEC

1979-80 DEPARTMENT OF ELECTRICITY'S BUDGET REQUEST SUMMARY
AT THE FIFTH ADD-ON

	SOURCES OF FUNDS			PROGRAM OR FUNCTION							
	01/001 GEN. FUND	01/099 ROAD FUND	TOTAL	(A) POLICE FIRE COM.	(B) RADIO	(C) MECH. SERVICES	(D) TRAFFIC METER	(E) PARKING	(F) ADMIN.	(H) UNALLOCATED COSTS	
EXPENDITURE DETAIL											
PERMANENT SALARIES	\$1,714,262	\$ 507,090	\$2,221,352	\$ 833,800	\$313,302	\$ 79,605	\$440,543	\$449,180	\$ 90,306	\$ 14,616	
OTHER PERSONNEL COSTS	124,679	59,941	184,580	84,168	19,171	2,434	57,875	20,932	-0-	-0-	
MANDATORY FRINGE BENEFITS	495,553	151,355	646,908	246,691	87,792	21,776	132,528	128,755	25,035	4,351	
DIRECT SERVICE CONTRACT	2,822	-0-	2,822	928	1,544	-0-	-0-	-0-	350	-0-	
OPERATING EXPENSES	115,561	55,123	170,684	37,875	25,097	13,521	51,666	25,275	14,836	2,412	
FACILITIES MAINTENANCE	14,000	-0-	14,000	14,000	-0-	-0-	-0-	-0-	-0-	-0-	
EQUIPMENT CAP. OUTLAY	-0-	-0-	-0-	-0-	-0-	-0-	-0-	-0-	-0-	-0-	
SERVICES OF OTHER DEPTS.	67,852	6,277	74,136	600	100	-0-	700	-0-	25,571	47,165	
TOTALS	\$2,534,696	\$ 779,786	\$3,314,482	\$1,218,062	\$447,006	\$117,356	\$683,312	\$624,142	\$156,100	\$ 69,524	
DEPARTMENT DETAIL											
PERMANENT EMPLOYMENTS	96	21	117	43	15	4	21	28	5	1	
TIME FUNDED EMPLOYMENTS	-0-	-0-	-0-	-0-	1	-0-	-0-	-0-	-0-	-0-	
PART TIME EMPLOYEES	-0-	-0-	-0-	2	-0-	-0-	-0-	-0-	-0-	-0-	
TOTAL EMPLOYMENTS	96	21	117	45	16	4	21	28	5	1	

ESTIMATED REVENUE OFFSETS AGAINST GENERAL FUND (FIFTH ADD-ON)

DEPARTMENT OF ELECTRICITY'S GENERAL FUND REQUIREMENTS BEFORE REVENUE OFFSETS \$2,534,696

LESS - ESTIMATED REVENUE OFFSETS:

DEPARTMENT OF ELECTRICITY'S ESTIMATED REVENUE \$ 32,000

ESTIMATED REVENUE TRANSFER FROM:

TRAFFIC FINES BUREAU-MINI COVER \$494,444

PARKING METER COLLECTIONS-TAX COLLECTOR'S 76,132 570,583

602,583

DEPARTMENT OF ELECTRICITY'S NET GENERAL FUND REQUIREMENTS

\$1,932,113

WORK PROGRAM SUMMARY

GOVERNMENTAL SERVICES-RECORDER

DEPARTMENT, BOARD OR COMMISSION

*TOTAL LESS NON-BUDGETED REVENUES.

Page 1

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PROGRAM OF FUNCTION	1978-79				1979-80					
	APPROVED	# POS.	BASE	# POS.	FIRST ADD-ON	# POS.	SECOND ADD-ON	# POS.	THIRD ADD-ON	# POS.
A. Recordation of Documents & related documents	\$305,208	19	\$413,904	19	\$438,838	19	\$458,786	19	\$473,746	19
B.										
C.										
D.										
E.										
F.										
G. Administration										
H. Unallocated Costs										
I. Equip/Cap. Outlay										
GROSS BUDGET*	\$305,208	19	\$413,904	19	\$438,838	19	\$458,786	19	\$473,746	19
REVENUE										
Ad Valorem										
State Subventions										
State Grants										
Fees and Charges	\$ 480,500		\$ 490,000		\$ 490,000		\$ 490,000		\$ 490,000	
Other Revenues										
TOTAL REVENUE	\$480,500		\$490,000		\$490,000		\$490,000		\$490,000	
EXPENDITURE DETAIL										
A. Permanent Salaries	193,215		208,206		208,206		208,206		208,206	
B. Other Personnel Costs	0		0		0		0		0	
C. Mandatory Fringe Benefits	57,743		64,163		64,163		64,163		64,163	
D. Direct Service Contracts										
E. Operating Expense	54,252		128,035		143,969		163,917		178,877	
F. Equip/Cap. Outlay	0		13,500		22,500		22,500		22,500	
GROSS BUDGET*	\$305,208		\$413,904		\$438,838		\$458,786		\$ 473,746	
G. Less Salary Savings										
H. ACTUAL BUDGET										
I. Permanent Employments	19		19		19		19		19	
J. IDMO Employments	0		0		0		0		0	
K. Grant Funded Empl.	0		0		0		0		0	
L. Other Employments	0		0		0		0		0	

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72 00 00 01-001
DEPT. DIV. SECTION FUND

WORK PROGRAM DETAIL

Name of Program or Function Recorder's Office - Administration

Program Description:

The accepting, evaluating and recording of documents as prescribed by law and generally acceptable procedures. Includes indexing, reproduction and storage etc. Receipts and deposits recording fees, miscellaneous fees, marriage license fees and real property transfer tax. Furnish copies on request of recorded documents. Assist public in search of records.

Identification from Summary This is the only work program

Recorder
DEPARTMENT, BOARD OR COMMISSION

Program Outputs:

Unit	1977-78 Actual	1978-79 Estimated	1979-80 Second Add-on	Third Add-on
A. Documents filed and recorded	129,406	117,000	117,000	117,000
B. Documents copied and issued	8,053	8,300	8,300	8,300
C. Documents certified	6,499	6,300	6,300	6,300
D. Marriage certificates accepted	5,669	6,400	6,400	6,400
E.				

II. EXPENDITURE DETAIL

A. Permanent Salaries	\$199,646	\$193,215	\$208,206	\$208,206	\$208,206
B. Other Personnel Costs					
C. Mandatory Fringe Benefits	50,626	57,743	64,163	64,163	64,163
D. Direct Service Contracts					
E. Operating Expenses	21,595	18,750	90,668	100,066	120,014
F. Facilities Maintenance					
G. Equipment & Cap. Outlay					
H. Maintenance Operations	35,605	35,000	13,500	22,500	22,500
I. Printing, Reproduction Plus 2270 Books/Library	318	500	5,644	12,200	12,200
J. TOTAL REQUESTED FOR THIS FUNCTION	\$ 304,790	\$ 305,208	\$ 443,904	\$ 438,838	\$ 473,746

III. EMPLOYMENT DETAIL

A. Permanent Employments	1977-78 Approved	1978-79 Approved	1979-80 Requested
B. IMO Funded Employments	19	19	19
C. Grant Funded Employments			
D. Other Temporary Employments			
E. Full-Time Employees in Funded Positions			
F. Part-Time Employees in Funded Positions			
TOTAL	19	19	19

BUDGET EXPLANATIONS
FISCAL YEAR
1979-80

01	01001	78	00	00
FUND	FUND	DEPT	DIV	SEC
GROUP				

Recorder

COMPENSATION, SALARY, OR CONTRIBUTION

The Recorder is responsible for accepting, evaluating, and the recording of documents as prescribed by law and generally accepted procedures, including indexing, reproduction and storage, etc. Records and deposits and accounts for recording fees, marriage license fees, real property transfer tax and miscellaneous other charges. Furnishes copies on request of recorded documents and gives general assistance to the public in the search of records, etc.

All of the above is specifically required by appropriate statutes and costs related thereto should therefore be considered "fixed charges" and not subject to the incremental performance budget reductions. A budget which is inadequate to perform any of the required functions would most likely result in legal actions which would cost the City and County many times the amount of this entire budget request.

In addition, but not specifically required by law, the Director of Property is continually interested in obtaining space in the Recorder Office for use by other units of city government. To this end, the microfilming of the remainder of original documents and indexes and the purchase of related necessary equipment is requested to free approximately 4,000 square feet of floor space for use as will be determined by the Director of Property.

001 - Permanent Salaries - Fringe Benefits
\$217,079 is required for 100% staffing of the 19 permanent positions at current rates plus anticipated increments. An estimated salary savings of \$10,387 equivalent to one full time permanent position is also anticipated. Estimated salary savings for the current year were extremely severe causing a back-log of seven weeks in returning documents.
Fringe benefits are requested as required by Controller's Departmental instructions #786 and will be adjusted by this office when final compensation appropriations are established.

002 - 1206 Travel Expenses
Number of persons to attend - 1.
Purposes: Attendance of Recorder at annual Recorders' Association conference, special committee meetings, and/or special meetings called by Secretary of State, other state officials, etc.
Membership authorized by Ordinance #1942 and Government Code Section 29620.
The California Recorders' Association meetings afford an opportunity for discussion of mutual problems and facilitate uniform and positive approaches to the solving of these problems. These meetings allow a newcomer to the recording process to learn from the years of accumulated experience which is available; contacts are made from which future problems can be handled almost immediately through a telephone call to an individual experienced in that particular problem. The Recorders' Association, collectively,

acts to monitor legislation in Sacramento pertaining to the operations of the Recorders throughout the state. Participation in the Association's input is essential in order that this county may be represented in such legislative lobbying. Mr. Clifford W. Taylor of the San Francisco Recorder's Office is a member of the Uniform Practice Committee, Chairman of the Site Selection Committee, and Member for the Association conferences.
Funds are requested: 1. based on actual expense for the last conference for which funds were appropriated, and 2. special meetings, etc.

1. Transportation	\$ 55.00
Lodging	190.00
Meals	45.00
Miscellaneous	10.00
	\$ 300.00

2. Special meetings, etc.	\$ 100.00
TOTAL	\$ 400.00

003 - 1218 Office Equipment Maintenance

1 NCR cash register	
3 adding machines	
6 typewriters	
8 Recordak Microfilm Readers	
1 3M 500 Reader-Printer	
1 Planetary microfilm camera	
1 Electric time stamp	
Various Bates numbering and self inking hand stamps.	

The operation of this office is dependent on the condition of the equipment needed to complete the operation. If any one of the large items of equipment goes out mechanically, the operation of this office will cease. If any of the smaller items become mechanically defective, the operation of this office will be seriously affected to the point of being unable to meet the daily needs of the public and create a backlog which cannot be handled by the current staff. It is pointed out that the operation of this office is mandated by law and failure to maintain a pace concomitant to the needs of the public would leave the city legally liable for any ensuing claims.

004 - 1232 Telephone

\$140.00 per month x 12 months = \$1,680.00
The radical increase for telephone from the \$219.80 of last year to the \$1,680.00 for the coming year is due to the deletion of the office of the Director of Finance & Records. Prior to the deletion of this position, the Director of Finance & Records paid for all telephone costs with the exception of one phone. This office must now pay for all 7 phones which are used daily.

CITY & COUNTY OF SAN FRANCISCO

BUDGET EXPLANATIONS

FISCAL YEAR
1979-80

01	0101	78	00	00
FUND	FUND	DEPT	DIV	SEC
GROUP				

Recorder

DEPARTMENT, SUBUNIT, OR COMMISSION

005 - 1233 Postage \$5,000.00

This is a mandated cost. Government Code 27321 as amended by Chapter 976 (Assembly Bill 2403-Salt-1978) requires the Recorder to mail the document, or if specified to the contrary deliver it, to the person named in the document for return mail or, if no person is named in the document for return mail, the document shall be mailed to the person leaving it for recordation.

006 - 1235 Subscriptions

Realty Index	\$100.00
Police Director	\$25.00
Total	\$125.00

These two books are maintained in this office for the use of the public in connection with the searching of the official records.

007 - 1236 Printing

16 reels of film taken per month $x 2 x \$8.50 x 12 = \$3,256.00$
 Each original reel of film has two copies made from it.

16 reels $x \$1.00 x 12 = \200.00

Insured mailing of security film to security storage vault in Tahoe City.

Repair of existing (122) index books \$4,296

The index books must be maintained in a state of good repair in order to provide continuous access to the official records. Loss of any pages from any index would mean a loss of access to any of the official records indexed on each page.

008 - 1241 Office Machine Rental

20 $x 12 = \$240.00$

The rental of a third adding machine for use by this office is necessary to maintain a steady flow of work. The cashier section uses two machines constantly and a third is used by the individual who audits the accounts of the cashier section.

009 - 1259 Other Current Expenses

6,995 volumes $x 4.20 \text{ pgs } x .04 = \$117,216.00$

This represents the cost of microfilming all bound volumes that are a part of the Recorder's official records and indexes thereto. The Director of Property has reallocated space within the Recorder's office to other units, e.g., the FIRM project, and is desirous of more space. The microfilming of the remaining bound volumes of records and indexes, when completed would release approximately 4,000 square feet of usable floor space within the Recorder's Office.

010 - 1301 Office Supplies \$6,000.00

Maintenance of volume and increase in costs justify this increase in budget. Actual expenditures as of 12/30/78 were \$3,304.19.

011 - 1304 Technical Supplies \$9,400.00

20 rolls 16mm film per $x \$8.50 x 12 = \$2,040.00$
 30 Reels - Printer paper $\$500.00$ each quarter $x 4 = \$2,000.00$
 5000 Plastic Jacket for 16mm film $\$1,300.00$
 20 Book covers $\$205.00$ each = $\$4,100.00$
 All of these items are based on actual experience and are items needed to complete the mandated programs of this office.

012 - 1399 Others \$500.00

Unforeseen contractual services - emergency equipment rental, etc.

013 - 1440 Membership Dues

County Recorder's Association of California \$75.00
 Authorized by Government Code, Ordinance #4942 and 29610
 Membership in the Association is necessary to participate in the Association conference for which Travel Expenses are requested under justification 002.

014 - 2260 Office Equipment

1 Electric time stamp	\$ 300.00
4 Microfilm readers (replacement)	1,200.00
1 Editor/applier w/viewer	1,500.00
1 Microfilm reader	300.00
26 Cabinets for microfilm @ \$600.00	15,600.00
4 microfilm readers @ \$600.00	2,400.00
Total	\$18,500.00

The electric time stamp is needed to supplement the existing stamp and provide more adequate service for the public through the use of two windows in the recording area.

The 4 microfilm readers are used by the public for viewing the official records. The existing equipment is 25 years old and replacement parts are becoming prohibitively expensive due to scarcity of said parts. The editor/applier w/viewer is sorely needed to replace current antiquated machine which does not provide a viewing capability. Individual working on current equipment must use a jeweler's glass in order to view work completed. For the type of work that is done, the use of this glass is not appropriate.

The microfilm reader is needed to accommodate the increased usage of the filmed index. As each year passes more and more reference is made to the current indexes on the microfilm and less on the bound indexes. The 26 cabinets and 4 microfilm readers are needed to support the microfilming of the official records and indexes which have been requested under justification 009.

015 - 2270 Books/Library

Lot & Block Books (1973 through 1978 & current) \$11,900.00
 Lot & Block Books (1973 through 1978 & current) \$11,900.00
 City charter requires that a complete set of Lot & Block books be deposited in the Recorder's Office. This has not been done since 1972. Above amount reflects the cost of retrieving the missing years (1973 through 1978) and that of the current edition for 1979.

1530

D

FORM 4880

1530

3

CITY & COUNTY OF SAN FRANCISCO
BUDGET EXPLANATIONSFISCAL YEAR
1979-80

Recorder

DEPARTMENT, BUREAU, OR COMMISSION

01	01001	78	00	00
FUND	FUND	DEPT	DIV	SEC
GROUP				

016 - 2400 Maintenance Operation (DP)
 - \$1,703 is requested based on an estimated cost supplied by the Data Processing Center.

017 - 2500 Printing Retro
 Costs for city reproduction facilities for printing of various forms and letters for this office.

WORK PROGRAM DETAIL

Name of Program or Function Public Administrator

Program Description:

To act as the administrator of estates as directed by the probate code Sec 2400. In this capacity we are charged with the protection of the property in the estates and to protect the interests of the heirs and creditors alike.

Program Outputs:

Unit

- A. Estates Investigated
- B. New Estates Opened
- C. Final accounts filed
- D. Discharges Filed
- E. Open Estates

II. EXPENDITURE DETAIL

- A. Permanent Salaries
- B. Other Personnel Costs
- C. Mandatory Fringe Benefits
- D. Direct Service Contracts
- E. Operating Expenses
- F. Facilities Maintenance
- G. Equipment & Cap. Outlay
- H.
- I.

J. TOTAL REQUESTED FOR THIS FUNCTION

III. EMPLOYMENT DETAIL

- A. Permanent Employments
- B. IDMO Funded Employments
- C. Grant Funded Employments
- D. Other Temporary Employments
- E. Full-Time Employees in Funded Positions
- F. Part-Time Employees in Funded Positions

TOTAL

Identification from Summary A

	1977-78 Actual	1978-79 Estimated	Base Add-on	First Add-on	1979-80 Second Add-on	Third Add-on
754	725	300	400	700		
356	350	200	250	325		
179	200	75	100	250		
195	300	0	100	250		
1886	1300	2000	1600	1250		
228,580	222,311	165,832	176,157	184,418	190,630	
56,144	59,073	64,490	68,506	71,718	74,127	
6,522	7,139	9,440	9,440	9,440	9,440	
21,877	20,247	20,247	20,247	20,247	20,247	
\$ 313,205	\$ 308,770	\$ 250,009	\$ 274,350	\$ 285,823	\$ 294,422	
1977-78 Approved	1978-79 Approved	1979-80 Requested				
A. 14	14					
B. -0-	-0-					
C. -0-	-0-					
D. -0-	-0-					
E. 13	13					
F. 1	1					
14	14					

SAME SAME SAME SAME SAME

Name of Program or Function Public Guardian

Program Description:

To act as the Guardian/conservator of the estate and or person of people who have been placed in his care by the superior courts. These wards have been determined to be unable to care for themselves.

Identification from Summary B

1977-78	1978-79	1979-80
Actual	Estimated	
	Base	First Add-on
		Second Add-on
		Third Add-on

Program Outputs:

Unit	
A. Referrals Investigated	1068
B. Total Wards or Guardianships on program	360
C. New Wards	47
D. Terminations	63
E.	

	1200	0	0	100	1000
	425	375	375	400	475
	75	0	0	25	150
	60	60	60	60	75

II. EXPENDITURE DETAIL

A. Permanent Salaries	174,806
B. Other Personnel Costs	43
C. Mandatory Fringe Benefits	42,877
D. Direct Service Contracts	5,556
E. Operating Expenses	18,636
F. Facilities Maintenance	
G. Equipment & Cap. Outlay	
H.	
I.	

	164,653	122,808	130,694	137,002	141,474
	45,112	47,758	50,825	53,278	55,017
	6,081	8,041	8,041	8,041	8,041
	19,953	19,953	19,953	19,953	19,953

J. TOTAL REQUESTED FOR THIS FUNCTION

\$ 241,918	\$ 235,799	\$ 198,560	\$ 209,513	\$ 218,774	\$ 224,485
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III. EMPLOYMENT DETAIL

A. Permanent Employments	
B. IDMO Funded Employments	
C. Grant Funded Employments	
D. Other Temporary Employments	
E. Full-Time Employees in	
F. Part-Time Employees in	
Funded Positions	

A. 11	11				
B. 0	0				
C. 0	0				
D. 1	1				
E. 11	11				
F. 0	0				

NO CHANGE NO CHANGE

TOTAL

12	12				
----	----	--	--	--	--

- Public Administrator-Public Guardian
- 1 - 1126 Accounts for PA-PC
 - 1 - 8178 Accounts for PA-PC
 - 1 - 1131 Assistant Public Administrator
 - 1 - 1131 Assistant Public Guardian
 - 1 - 4230 Estate Investigator
 - 1 - 9998 CTR-Staff Aide #8
 - 1 - 1460 Senior Legal Stenographer
 - 1 - 1858 Legal Stenographer
 - 1 - 1846 Senior Clerk Stenographer
 - 1 - 1426 Senior Clerk Typist
 - 1 - 1426 Senior Clerk Typist
 - 1 - 1652 Senior Accountant
 - 2 - 1658 Accounting Machine Operator

Public Administrator-Public Guardian 1 - 1126

Bureau Chief, with responsibility for budgetary and fiscal accountability. General responsibility and accountability for liability for estates under his control. Responsibility for financial and physical well being of Guardianships and conservatees placed with him by the Courts.

Legal Department 1 - 8186

Directs the activities of the entire legal staff and reports directly to the Public Administrator-Public Guardian.

Public Administrator 2 - 8178 Public Guardian 1 - 8178

Responsible for direct management of estates under the control of the PA. Responsible for all legal actions taken by the PA. Must keep the PA advised on current status of the various laws governing estates.

Responsible for all legal actions taken by the PA. Must keep the PA advised on current status of the various laws governing guardianships or conservatorships.

Field Operations - Public Administrator

Receives initial report and makes preliminary evaluation to determine if case falls under jurisdiction of Public Administrator. Moves to locate and safeguard any valuables of estates. Searches premises, interviews witnesses and obtains necessary documents. Develops preliminary report which is used in deciding which type of probate procedure should be followed.

1 - 1131

1 - 4230

Clerical - Public Administrator

Performs all the typing and general office procedures required in probating estates.

1 - 1460 3 - 1458 1 - 1446 1 - 1424

Field Operations - Public Guardian

Receives initial referral of potential guardianships or conservatorships. Makes preliminary evaluation to determine extent of estate, possible relatives, degree of mental or physical impairment. Moves to protect the person or property of potential clients.

1 - 1131 1 - 4230 1 - 2910 1 - 9998

Clerical - Public Guardian

Performs all the typing and general office procedures required in establishing guardianships or conservatorships in maintaining the person and estate.

1 - 1456 1 - 1426 1 - 1424

Accounting

Establishes sound accounting procedures to safeguard funds of client of the Public Administrator. Determines validity of all invoices and pays just debts. Maintains Bureau Accounting.

1 - 1652

2 - 450

2 - 1638

CITY & COUNTY OF SAN FRANCISCO
BUDGET EXPLANATIONS

FISCAL YEAR

1979-1980

Public Administrator/Guardian
EXPLANATION, BUDGET, OR COMMENT

00	01	79	00
FUND	FUND	DEPT	DIV
GROUP			SEC

Mandates, Charter Requirements and Legal Requirements:

The Public Administrator's position is mandated by state law in that each county is required to have one. The City Charter requires the Public Administrator to employ a person with the title of Attorney for the Public Administrator. The Probate Code describes in depth the functions, responsibilities and penalties for non-performance or malfeasance in the office of Public Administrator.

The Public Guardians' office was created in 1962 when the PA was named the ex-officio Public Guardian by the Board of Supervisors. Irrespective the Superior Court has appointed this office as the Guardian of record of 375 persons who have been declared incompetent for one reason or another and we must perform as such until relieved by the courts. The courts have not been so inclined in the past.

CITY & COUNTY OF SAN FRANCISCO
BUDGET EXPLANATIONS
Public Administrator-Public Guardian
DEPARTMENT, BOARD, OR COMMISSION

01 FUND GROUP
79 DEPT
00 DIV
00 SEC

1536

Page 3

I. GOAL/PURPOSE: Public Administrator

To act as the administrator of estates as directed by Probate Code Section 24000. In this capacity we are charged with the protection of the property in the estates and to protect the interests of the heirs and creditors alike.

Performance Standards/Objectives - The long term goal would be to close the estate within one year of the date of appointment. For the present, this is unrealistic as there is a four-year backlog on many estates. Until this backlog is corrected the effective quotient should be:

$$\text{ESTATES CLOSED} = (\text{plus or minus}) \\ \text{ESTATES OPENED}$$

PROGRAM GOAL: Public Guardian

To act as the guardian or conservator of the estate and/or person of people who have been placed in his care by the Superior Court. These wards have been determined to be unable to care for themselves or their property.

Program Objectives - To act in matters legal and financial for all persons who are unable to maintain their health or estates and have no relative or friend so inclined to act. To bring the program into focus in order to deliver the needed services at a reasonable fee, as set by the Courts and not be an unreasonable burden on the taxpayers.

II. BASE BUDGET: Public Administrator

Service Results - At this level of funding the Public Administrator's capability will be so compromised that to smoothly probate an estate will be impossible. In two years the remainder of the staff will be reacting to crisis and problems and not acting to avoid them.

BASE BUDGET: Public Guardian

This level of funding would effectively exclude anyone not already on the program from the services offered. The program level would necessarily be reduced by attrition to an estimated 200 clients.
NOTE: The fees would be proportionally reduced.

83% of 1978/79 = \$ 260,009

83% of 1978/79 = \$ 198,560

TOTAL....\$458,569

CITY & COUNTY OF SAN FRANCISCO

BUDGET EXPLANATIONS

FISCAL YEAR

Public Administrator-Public Guardian

1979-1980

01	001	79	00
FUND	FUND	DEPT	DIV
GROUP			SEC

Page 4

III. INCREMENT #1

1979-80	%
\$483,863	88%

A) Service Results - Public Administrator

This level of funding will maintain the opening of probates at the same level as our capability to close them. By manipulating the intake we will eventually compromise our competitive profile and the referring agencies will stop reporting cases. For a year or two the effect will not be noticeable as estates which have been in the office for several years will be closed and the fees taken. After this time there will be a significant drop in revenue. Any turn-around will take several years on top of that to generate revenue and re-establish contacts.

- Service Results - Public Guardian

At this level the program can be maintained at the present number of wards. A waiting list would be established and as a ward leaves another can be taken on.

IV.

INCREMENT #2

1979-80	%
\$504,097	92%

A) Service Results - Public Administrator

At this level of funding some of the backlog of Summary Estates (1100 in number) can be processed. Given the same level of funding the "regular" estates will remain about the same.

- Service Results - Public Guardian

At this level of funding new clients can be added to the program. This would result in increased fees.

V.

INCREMENT #3

1979-80	%
\$519,272	95%

A) Service Results

At this level of funding the efficiency quotient should be a + (plus).

B) Service Consequences

At this level of funding the Guardianship program can accept ward referrals through other agencies, the Courts, and generally function with slight impairment.

BUDGET EXPLANATIONS

FISCAL YEAR

1979-1980

Public Administrator/Guardian

DEPARTMENT, BOARD, OR COMMISSION

1538

01	79	00	00
FUND	DEPT	DIV	SEC
GROUP			

Page 5

VI INCREMENT #4

1979-80	7
\$544,566	100

The accounting machine used jointly by the Public Administrator/Guardian is 10 yrs old and we are informed that a maintenance contract with NCR will not be available after this year. This will necessitate an "open end" contract. We are also informed that no new parts are being manufactured and the only source will be cannibalized machines.

A) At this level of funding the efficiency quotient should be a major + which will help to eliminate the backlog of PA Estates.

B) The Guardianship personnel can be realigned within their classifications for greater efficiency and routine checks can be batched from the memory banks.

NOTE: This increment does not include any personnel changes. All salary and MFB figures applicable to Increment #3 will apply.

Public Administrator/Guardian
Department, Board, or Commission

01-79-00-00-
FUND FUND DEPT DIV SEC
GROUP

981 Services and Anticipated Revenue at each level of funding. The services and revenues have been separated by function although there is overlapping.

Public Administrator:

PUBLIC GUARDIAN:

Service-	Revenue	Service-	Revenue
Base level At this level of funding the PA will be so compromised that to smoothly probate an estate will be impossible. In two years the remainder of the staff will be reacting to crises and problems and not acting to avoid them.	\$100,000	Base level This level of funding will exclude anyone not already on the program from the services offered. The client level would necessarily be reduced by attrition to an estimated 200 clients. The fees would be proportionally reduced.	\$25,000
1st Increment This level of funding will maintain the opening of probate at the same level as our capacity to close them. by manipulating the intake we will eventually compromise our competitive profile and the referral agencies will stop reporting cases. For a year or two the effect will not be noticeable as estates which have been in the office for several years will be closed and the fees taken. After this time there will be a significant drop in revenue. May turn-around will take several years on top of that to regenerate revenues and reestablish contacts.	\$150,000	1st Increment This level would allow the program to maintain the present number of wards. A waiting list would be established and as a ward leaves another can be taken on.	\$50,000
2nd Increment This level of funding will allow processing some of the backlog of Summary Estates (1100 in number). Given the same level of funding the "regular" estates will remain at the present level.	\$225,000	2nd Increment This level of funding will allow the guardianship program to accept referrals from the courts and add clients to the program that meet the criteria.	\$150,000
3rd Increment At this level of funding the efficiency quotient should be a plus. More estates will be closed than opened.	\$320,000	3rd Increment At this level of funding the Guardianship program can accept referrals thru other agencies, the courts and generally function with slight impairment.	\$200,000
4th Increment The accounting machine used jointly by the PA/PG is 10 yrs old and we are informed that a maintenance contract will not be available after this year. This will necessitate an "open end" contract. We have also been informed that no new parts are being manufactured and the only source of replacement will be cannibalized machines or custom made parts.			

Revenue: This machine will allow greater use of accounting personnel and increase efficiency and effectiveness. Realistically it will not produce dollars for several years.

BUDGET EXPLANATIONS

FISCAL YEAR

Public Administrator/Guardian

DEPARTMENT, BOARD, OR COMMISSION

1979-1980

01	001	79	00
FUND	FUND	DEPT	DIV
GROUP			SEC

CS Class	Salary	Section Assign	Cumulative Total
1. 1126	\$31,086	PA/PG	\$39,292
2. 8186	33,539	PA	81,540
3. 2910	15,948	PG	102,172
4. 1458	12,894	PA	118,940
5. 1458	12,894	PA	135,707
6. 1446	10,519	PA	149,468
7. 1650	14,799	PG	168,646
8. 1640	12,763	PG	185,247
9. 4230	16,548	PG	206,548
10. 1460	14,121	PA	224,868
11. 8178	30,224	PA	263,122
12. 1131	21,246	PA	290,461
13. 1424	10,206	PG	303,826
14. 8178	30,224	PG	342,081
15. 1458	12,894	PG	358,848
16. 8178	30,224	PA	397,099
17. 1131	21,246	PG	424,436
18. 1652	17,853	PA/PG	447,479
19. 1458	12,894	PA	464,246
20. 4230	16,548	PA	485,545
21. 1424	10,206	PA	498,908
22. 1640	12,763	PA	515,509
23. 1444	11,223	PA	530,159
24. 1426	11,171	PG	544,743
25. 1650	14,799	PG	563,921

NOTE: The cumulative total column includes MFB at an estimated 28%. The lay-offs would not necessarily follow the inverse order, but would be set by Civil Service policy.

Base Level (\$400,139)
 1st Increment (\$425,432)
 2nd Increment (\$445,666)
 3rd Increment (\$460,841)

CITY & COUNTY OF SAN FRANCISCO

BUDGET EXPLANATIONS

FISCAL YEAR

Public Administrator/Guardian
DEPARTMENT, BOARD, OR COMMISSION

1979-1980

01	001	79	00
FUND	FUND	DEPT	DIV
GROUP			SEC

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ø01 Increments due during 1979/80 and adjustments due to new employees starting at lower rates				
ø02 Retirement Allowance	BASE	1st Increment	2nd Increment	3rd Increment
Permanent Salaries	309,347	319,553	343,539	354,710
Rate 20.05%				
Total Mandatory Retirement Allowance	62,024	64,070	68,879	71,119
ø03 Social Security				
Tax	16,727	17,352	18,823	19,507
ø04 Health Service				
Total Permanent Employees	25	25	25	25
Less Exempt	0	0	0	0
Rate \$443.88				
Handed Amount Required	11,097	11,097	11,097	11,097
ø05 Unemployment Ins				
ool Permanent Salaries	309,347	319,553	343,539	354,710
Rate 0.4%	1237	1278	1374	1418
ø06 Unemployment Ins Administration				
001 Permanent Employees	25	25	25	25
Rate=\$2	50	50	50	50

BUDGET EXPLANATIONS

FISCAL YEAR

Public Administrator-Public Guardian

DEPARTMENT, BOARD, OR COMMISSION

1979-1980

01
FUND
GROUP001 FUND
79 DEPT
00 DIV
00 SEC

Page 8

§§7. Professional Special ServicesNotary Fees:

Cost of Notary Fees and other miscellaneous charges on estates which prove to be worthless.

\$ 10.00

Funds for Hearing Officer:

Funds for Hearing Officers and the costs of preparing records in dismissals of permanent employees.

This request is due to passage of Proposition C at the November, 1976 Election.

240.00
\$250.00§§8. Office Equipment MaintenanceMachines to be Covered by Service Contracts:

No.	Machines-Make Type	Model	No. Insp.	Rate Per Machine	Annual Cost
1	Burr. Add. Machine	90801	2	\$50.00	\$ 50.00
1	Burr. Add. Machine	90853	2	60.00	60.00
2	Burr. Add. Machine	J 524	2	60.00	120.00
12	IBM Typewriters			70.00	840.00
1	Olivetti Add. Machine			45.00	45.00
1	Olivetti Add. Machine			45.00	45.00
1	Olivetti-Underwood Add. Machine			30.00	30.00

Servicing of Other Machines - Repairs & Cleaning as Needed:

1	Remington Add. Machine	28.00
1	Electric Dating Machine	10.00
		<u>\$1,228.00</u>

Maintenance of NCR Accounting Machine 400-601:

12 months @ \$192.75 per month

2,313.00
\$3,541.00

This increase of \$2,313 above 1978-79 Budget is due to Chief Administrative Officer's Budget cut for maintenance of NCR Accounting Machine on basis that the purchase of new NCR machine would be allowed.

CITY & COUNTY OF SAN FRANCISCO
BUDGET EXPLANATIONS

FISCAL YEAR

1979-80

01
FUND
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79
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Public Administrator-Public Guardian
Department, Bureau, or Commission

009. Telephone Expense

Date	Equipmt.	Msg. Units	Long Dist.	Pay Phone Calls	TOTAL
6/78	\$239.35	\$128.11	\$92.86	\$4.50	\$464.82
7/78	240.10	130.74	85.78	3.80	460.42
8/78	240.10	128.25	70.56	4.10	443.01
9/78	240.10	118.77	55.84	4.30	419.01
Existing Annual Cost:					
	\$2,878.95	\$1,517.61	\$915.12	\$50.10	\$5,361.78
Anticipated Increase: Equipmt. 15%:					
	431.84				431.84
Msg. Units + 25%					
		379.40			379.40
	\$3,310.79	\$1,897.01	\$915.12	\$50.10	\$6,173.02

Pacific Telephone Company times the local calls by a charge of one message unit up to five minutes of initial conversation and an additional message unit for each five minute period, or fraction thereof, that follows. Increase in cost is estimated at \$21.00 per year per local.

Reimbursement Telephone Charges Estimate:

This increase of \$500.00 above 1978-79 Budget is due to anticipated decrease in reimbursements from estates for telephone expense.

210.00
\$6,383.02
1,383.02
\$5,000.00

BUDGET EXPLANATIONS

01 001 79 00 00
FUND FUND DEPT DIV SEC
GROUP

Public Administrator-Public Guardian.

DEPARTMENT, BOARD OR COMMISSION

1979-1980

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§10. Postage

Postage stamps for office of Public Administrator and Public Guardian.

\$2,500.00

§11. Copy Machine

Publishing of Semi-Annual Report as required by Probate Code Sec. 1153 and Government Code Sec. 606.3.

Increase is due to higher cost of publication.

Estimate: 240 col. in. @ \$11.20 \$2,688.00
Copies to be filed with 60.00
County Clerk \$2,748.00

Fiscal Year:	1974-75	1975-76	1976-77	1977-78	Estimate 1978-79
No. of Estates:	426	373	329	357	356
Lines Published:	2,374	253 col. in.	240 col. in.	239 col. in.	231 col. in.
Rate:	.88-1.07	2.90-3.20	2.90-3.20	3.20-3.50	11.20
Cost:	3,577.33	757.53	726.00	769.10	1,736.30

§12. Office Machine Rental

Rent of Xerox Copier 3100 LDC

12 months @ \$165.00 per month for 3,500 copies \$1,980.00
Sales Tax 128.70

Estimate: 4,560 extra copies for 12 months @ .027 per copy 123.12
Sales Tax 8.00

\$2,239.82

This request for rental of copying machine is necessary because the number of Court accounts and legal documents done by photographic process, rather than by typing, has increased from 1,500 copies to 3,500 copies per month.

The present accounting machine is 10 years old and after this year a service contract will not be available. Work will be "hour-rate". \$13,500 is estimated for the annual lease and the balance for a "one-time" program charge.

Annual lease fee \$13,500
One time charge for programming 8,500
\$22,000

CITY & COUNTY OF SAN FRANCISCO

BUDGET EXPLANATIONS

FISCAL YEAR

Public Administrator-Public Guardian
DEPARTMENT, BOARD, OR COMMISSION

1979-1980

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FUND	FUND	DEPT	DIV	SEC
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013. Other Current Services

Local Fares:

Use of local transportation for errands to banks and other business
of Public Administrator and Public Guardian. \$ 40.00

Actual Expenditure 1977-78 \$17.00
Budget 1978-79 40.00

Subscriptions:

Wall Street Journal, 1 year \$55.00
Kelly Blue Book, 1 year 45.00
Weekly Law Digest, 1 year 60.00
\$160.00

160.00

Actual Expenditure 1977-78 \$122.00
Budget 1978-79 160.00

NOTE: More 013 on following page.

014.

Lease Negotiations

Services of the Real Estate Department in connection with the
processing and/or re-negotiation of lease as per January 4,
1979 letter from Director of Property.

\$750.00

BUDGET EXPLANATIONS

FISCAL YEAR

Public Administrator-Public Guardian

1979-80

Department, Bureau, or Commission

FUND	01	79	00	00
GROUP	FUND	DEPT	DIV	SEC

Ø 13 Telephone Directory Service

To be used in investigation of estates where address only is known and name is unknown. The Telephone Company will not give out this information orally, and the City Directory does not have up-to-date listings.

\$106.00

12 months for San Francisco Directory @ \$8.83 per month \$105.96

Actual Expenditure 1977-78	\$103.11
Budget 1978-79	106.00

Rental of Safe Deposit Box

Safe Deposit Boxes required for jewelry and securities of estates in hands of Public Administrator and Public Guardian.

\$ 94.00

S 7925 and S 7926, Bank of America, Ninth & Market Branch

Actual Expenditure 1977-78	\$ 94.00
Budget 1978-79	94.00

Litigation and Claims Expense

To provide funds for legal expense in new estates, to protect assets of estates when it proves impossible to secure reimbursement from the estate. The appropriation is infrequently used; but when emergency arises, it will be a critical need.

\$100.00

Actual Expenditure 1977-78	-0-
Budget 1978-79	\$100.00

CITY & COUNTY OF SAN FRANCISCO
BUDGET EXPLANATIONS

FISCAL YEAR

1979-80

Public Administrator-Public Guardian
Department, Branch, or Commission01 001 79 00 00
FUND FUND DEPT DIV SEC
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§15. Office Supplies

Supplies to carry on routine office work.

Due to change in County Clerk's procedure, additional funds needed to convert legal printed forms to 8-1/2" x 11"

Printed NCR Magnetic Ledgers and Journals

Books and other publications:

Polk's San Francisco Directory \$100.00
Supplements to Calif. Code & replacement of obsolete codes 300.00
California Appellate Reports and California Reports 150.00
Other technical books, pamphlets and reports of a temporary nature for office use. 50.00

\$4,600.00

§16. Fuels and Lubricants

Gasoline and oil for 3 automobiles used for driving to surrounding counties to pick up personal property of decedents, to facilities in surrounding counties (such as Alameda, Marin, Contra Costa, Solano) to supervise the care of wards under Public Guardian, and for official trips to Sacramento and other counties outside the Bay Area.

\$1,000.00

§17. Other Materials and Supplies

Miscellaneous non-coded and occasionally used supplies such as insect spray, locks, keys and hardware, and auto supplies.

Actual Expenditure 1977-78 \$56.00
Budget 1978-79 50.00

\$ 50.00

BUDGET EXPLANATIONS

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FUND FUND DEPT DIV SEC
GROUP

Public Administrator-Public Guardian

DEPARTMENT, BOARD OF COMMISSIONERS

1979-80

§18. Property Rental

Office space at 1212 Market Street, 3rd Floor, and Suites in Lower Arcade.

12 months @ \$2,850.00 per month

\$34,200.00

Transfer to Real Estate Department for services regarding lease

50.00

§19. Automotive Maintenance - Central Shops

Routine maintenance of 3 automobiles

\$ 300.00

Dept. NO.	License No.	Year Type Name	Approx. Mileage	Avg. Mo. Mileage	Estimated Repair Cost 1978-79
243Y301	E 709119	1978 Chevette	5,899	737	\$100.00
243Y302	E 709118	1978 Chevette	7,009	876	100.00
243Y303	E 709122	1978 Chevette	3,986	498	100.00
					\$300.00

§20. Printing and Reproduction

Mimeographing and printing various forms required for Public Administrator and Public Guardian. Where possible, we are using form letters to save time and money in transactions which are duplicated in many of the estates being handled by the Public Administrator.

\$ 700.00

Due to change in County Clerk's procedure, legal forms must conform to letter size, 8-1/2" x 11". The Public Administrator and Public Guardian legal size forms will be changed by offset printing, where possible, to conform to this procedure.

WORK PROGRAM SUMMARY

GOVERNMENTAL SERVICES-REGISTRAR OF VOTERS

*TOTAL LESS NON-BUDGETED REVENUES.

1978-79													1979-80												
PROGRAM OF FUNCTION													EXPENDITURE DETAIL												
APPROVED													A. Permanent Salaries												
18													\$ 252,222												
POS.													B. Other Personnel												
18													286,080												
18													C. Mandatary Fringe												
18													71,143												
18													D. Direct Service												
18													542,381												
18													E. Operating Expense												
18													F. Equip/Cap. Outlay												
18													GROSS BUDGET*												
18													\$1,151,826												
18													\$1,946,310												
18													\$2,063,558												
18													\$2,157,356												
18													\$2,227,703												
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WORK PROGRAM DETAIL

Name of Program or Function (Includes Voter General Election Registration)

Program Description: Complete Planning, Control and Administration of the Registration of potential voters in San Francisco and the conduct of required elections. Included is the informational process regarding the recruitment and registration of voters, the logistical aspects of locating and contracting for polling place properties, the establishment of voting supply quantities and their distribution, the processing of candidates and issue filings, translations, printing of ballots and voter pamphlets, liaison with vendors, PDP and the various media, etc.

Identification from Summary This is only the work program

Unit

Twelve month office administration and conduct of full

A. election process.

B. Elections

C.

D.

E.

II. EXPENDITURE DETAIL

A. Permanent Salaries

B. Other Personnel Costs

C. Mandatory Fringe Benefits

D. Direct Service Contracts

E. Operating Expenses

F. Facilities Maintenance

G. Equipment & Cap. Outlay

H. Maintenance Operations (EDP)

I. Printing - Reproduction

J. TOTAL REQUESTED FOR THIS FUNCTION

III. EMPLOYMENT DETAIL

A. Permanent Employments

B. IDWO Funded Employments

C. Grant Funded Employments

D. Other Temporary Employments

E. Full-Time Employees in

Funded Positions

F. Part-Time Employees in

Funded Positions

TOTAL

1977-78 Actual	1978-79 Estimated	Base	First Add-on	1979-80 Second Add-on	Third Add-on
\$1,624,621	\$1,151,826	\$1,946,310	\$2,063,558	\$2,157,356	\$2,227,701
2	1	3	3	3	3
\$ 235,521	\$ 252,222	\$ 246,602	\$ 246,602	\$ 246,602	\$ 246,602
482,052	286,080	569,488	634,741	689,488	745,750
58,783	71,143	78,393	78,393	78,393	78,393
90,525	0	0	0	0	0
612,719	441,094	889,737	912,917	951,968	965,051
2,378	0	0	0	0	0
137,843	98,587	158,880	158,880	158,880	158,880
4,800	2,700	3,250	3,250	3,250	3,250
\$1,624,621	\$1,151,826	\$1,946,310	\$2,063,558	\$2,157,356	\$2,227,701
1977-78 Approved	1978-79 Approved	1979-80 Requested			
18	18	18			
0	0	0			
1	1	1			
19	19	19			

CITY & COUNTY OF SAN FRANCISCO
BUDGET EXPLANATIONS

REGISTRAR OF VOTERS

FISCAL YEAR
1979-80

DEPARTMENT, BOARD, OR COMMISSION

BUDGET STATEMENT

The objective of the Registrar of Voters' office is to conform to all requirements of various local, State and Federal requirements regarding the registration of voters and the conduct of elections.

The activity within the office of the Registrar of Voters varies with the number and type of elections to be conducted within a fiscal year. In the fiscal year 1978-79 there was one scheduled election with a budget of \$1,127,978, whereas the 1979-80 budget must provide for three elections: a general Municipal Election in November, a runoff election in December, and a tentative Primary Election in June. The amount of the different number of elections, variation of percentages amounts (reductions) to the 1978-79 budget is not appropriate.

In consideration of the different number of elections and after consultation with the budget staff of the Mayor's office the budget submitted herewith is based upon one hundred percent of what is considered necessary to carry out the duties of this office and then reducing that amount (\$2,344,952) to the required 95%, 92%, 88% and 83%.

The amounts estimated as the one hundred percent required budget are based on (1) primarily the amounts appropriated for 1978-79 (2) actual expense incurred during 7/1/78 to 12/31/78 when the one election was conducted (almost all of the 78-79 funds have been expended and a request for supplemental appropriation in the amount of \$23,847 is in process), (3) consideration of the different sizes of the ballot with the resulting affects on postage weights, voters' pamphlet printing, foreign language translations, etc.

There are currently three legal actions in motion to require the Registrar to expand his activities regarding registration "Outreach" multilingual assistance and the recruitment and the training of multilingual polling place workers. This could require considerable amounts of money for temporary salaries, paid advertising, postage, etc. These costs are also included in the 100% estimated budget for 1979-80.

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FUND	FUND	DEPT	DIV	SEC
GROUP				

It is emphasized that the activity of the Registrar's office is dictated almost entirely by established laws, codes or regulations and a budget request based on experience in this area should be so considered.

Included in this budget justification is a layout of the total 1979/80 budget requirement for the Registrar's office and the reduced amounts to conform to the 85, 88, 92 and 93% requirements.

Statements are also included to justify the amounts requested and to describe what cannot be done at the various reduction levels.

BUDGET EXPLANATIONS

FISCAL YEAR

1979-80

REGISTRAR OF VOTERS

Department: Bureau of Registration

01	01001	80	00	00
FUND	FUND	DEPT	DIV	SEC
GROUP				

Increment Budget Requests

	100%	83%	88%	92%	95%
10 - Regular Misc.	\$ 259,913	\$ 246,602	\$ 246,602	\$ 246,602	\$ 246,602
100 - Overtime	50,500	47,975	47,975	47,975	47,975
200 - Temporary	314,500	289,513	284,513	284,513	298,775
400 - Fees	399,000	352,000	302,253	357,000	399,000
600 - Retirement	49,185	49,185	49,185	49,185	49,185
606 - Social Security	16,242	16,242	16,242	16,242	16,242
610 - Health Service	7,992	7,992	7,992	7,992	7,992
620 - Unemployment Ins.	4,936	4,936	4,936	4,936	4,936
621 - Unemployment Ins. Adm.	38	38	38	38	38
1110 - Auto Mileage	600	600	600	600	600
1202 - Freight	1,500	1,500	1,500	1,500	1,500
1204 - Vehicle Rental	15,000	11,000	11,000	11,000	11,000
1206 - Travel	0	0	0	0	0
1216 - Outside Auto Maintenance	300	300	300	300	300
1218 - Office Equipment Maintenance	100	100	100	100	100
1219 - Other Equipment Maintenance	8,000	8,000	8,000	8,000	8,000
1221 - Scavenger Services	262,340	221,035	241,035	249,223	249,223
1232 - Telephone	412,000	370,994	370,994	370,994	372,579
1233 - Postage	16,500	11,500	11,500	11,500	16,500
1236 - Printing	200,000	200,000	200,000	200,000	200,000
1241 - Office Machine Rental	12,000	1,780	5,000	5,000	5,000
1243 - Other Equipment Rental	3,000	3,000	3,000	3,000	3,000
1299 - Other Current Expenses	150	150	150	150	150
1301 - Office Supplies	0	0	0	0	0
1335 - Electrical	0	0	0	0	0
1336 - Lighting	0	0	0	0	0
1355 - Household	0	0	0	0	0
1380 - Small Tools	1,500	1,500	1,500	1,500	1,500
1391 - Fuels & Lubricants	1,250	1,250	1,250	1,250	1,250
1399 - Others	6,093	6,093	6,093	6,093	6,093
1408 - Other Insurance	45	45	45	45	45
1440 - Membership Dues	63,000	48,750	48,750	55,500	63,000
1460 - Property Rent	22,150	0	0	0	0
2200 - Equipment	28,775	0	28,775	28,775	28,775
2690 - Capitol Improvements	1,000	1,000	1,000	1,000	1,000
3100 - Auto Maintenance	158,880	158,880	158,880	158,880	158,880
3400 - Maintenance Operations	24,113	0	0	24,113	24,113
3178 - Special Election Res. Fund	3,250	3,250	3,250	3,250	3,250
3500 - Printing Reproduction					
TOTAL BUDGET REQUEST	\$2,344,952	\$1,946,310	\$2,063,558	\$2,157,356	\$2,227,703
Reductions from 100% Budget Request		\$ 398,643	\$ 281,394	\$ 187,596	\$ 117,249

CITY & COUNTY OF SAN FRANCISCO

BUDGET EXPLANATIONS

FISCAL YEAR

1979-80

Finance & Records - Registrar of Voters

DEPARTMENT, BOARD, OR COMMISSION

3

01	01001	80	00	00
FUND	FUND	DEPT	DIV	SEC
GROUP				

001 Permanent Salaries

\$259,913 is required for 100% staffing of the 18 permanent positions at current rates plus anticipated increments. An estimated salary savings of \$13,311 equivalent to one full time permanent employee is also anticipated.

002 Overtime

\$20,801 of overtime funds were expended for the November 1978 Election. It is therefore estimated that for the November 1979 Election, the November 1978 Election close control, the November 1978 Election for the November 1978 Election in December is anticipated. A reduction of \$500 is for miscellaneous full year overtime. A reduction to \$47,975 is anticipated for each of the incremental budgets.

003 Temporary Salaries

For 100% budgeting, \$314,500 would be required to conduct the three elections based on the \$111,923 required to 12/31/78 (in addition a supplemental Appropriation Request is in process for \$17,847 to complete the voter file purge required after the November 1978 Election). The estimates include \$125,000 for each of the major elections, \$55,000 for the run-off and \$9,500 for one very valuable 12 month temporary clerk who has worked in the office continually for the past six years. These funds provide for the temporary employees who work in maintaining the voter registration file, process the absentee voters' requests and ballots and assist with the candidates filing procedures, ballot argument procedures, proof-reading of the voters' pamphlets, assembly and delivery of voting supplies and equipment, election day and night activities and after election canvass, recounts, clean-up, etc. If these funds are reduced in incremental budgets, election night activity would be reduced, thereby delaying election results and the two voter file purges which are legally required and save postage, printing and translation funds for future elections would not be conducted.

004 Fees

These funds are required to staff the polling places as required. Each polling place is to have one inspector at \$42.50 per day and at least three judges at \$32.50. (Both less than the minimum wage)

1 - Inspector at \$42.50	= \$ 42.50
3 - Judges at \$32.50	= 97.50
	\$140.00

\$140 X 950 Polling Places X 3 Elections = \$ 399,000

Reductions in this request will reduce the number of polling places. The number of polling places was reduced for the August 2, 1977 Election and considerable objections were raised by the Mayor's office, a resolution of the Board of Supervisors and Citizen's Groups. The Registrar was also sued to add more polling places.

005 Fringe Benefits

Fringe benefits are requested as required by Controllers' Departmental Instruction #786 and will be adjusted by this office when final compensation appropriations are established.

006 Auto Mileage

Privately owned automobiles are used primarily by the employees who locate and contract for polling places with minor usage by the Administration Section of the office. Polling places, between the past elections, are becoming more and more difficult to secure with the result that more time is spent in privately owned vehicles trying to establish polling place locations. Other members of the staff use their autos for attending meetings, necessary quick trips to the post office, the printers, etc.

007 Freight=

Freight was budgeted in the past for the delivery of the 1000 pound voting machines which most likely will not be used in this fiscal year. The \$1,500 requested is for the emergency movement of voter pamphlets between the Registrar's office and the Contract Mailer. The pamphlets are on pallets and too heavy for our vehicles.

BUDGET EXPLANATIONS

FISCAL YEAR
1979-80

01	01001	80	00	00
FUND	FUND	DEPT	DIV	SEC
GROUP				

Finance & Records - Registrar of Voters

DEPARTMENT, BOARD, OR COMMISSION

008 Vehicle Rental

Because of the light weight of the voting booth "suit cases" we are able to deliver these booths and other equipment with rental trucks using temporary employees at a considerable savings over the past drayage company charges. Also, these rental vehicles are used as supplements to the drayage company to deliver the voting supplies (as opposed to voting equipment) on the Sunday before each election. The request of \$15,000 will be reduced in the incremental budgets to \$11,000. Also, passenger cars are used for the quick dispatch of our employees to correct election day problems when they develop. \$5,000 was (1 Election) appropriated for this account in the 1978-79 budget.

009

No travel funds were appropriated in the 1978-79 budget with the result that employees missed profitable meetings and conferences or attended at personal expense.

To attend State legislature hearings in Sacramento as considered beneficial - \$100.

To attend meeting called by the Secretary of State pursuant to Section 286 of the California State Elections Code; to attend meeting of the County Clerks and Registrars of Voters Association to observe procedures, discuss mutual problems and establish uniform practices - \$300.

OFFICIAL TRAVEL to Conference of County Clerks and Registrar's Association - Membership authorized by Ordinance 4942; requesting travel, registration fees and four days per diem. Estimated at \$300.

Total - \$700.

010 Outside Auto Maintenance

No request.

011 Office Equipment Maintenance

Minor request to maintain typewriters, adding machines, letter opener, etc. in Registrar's office.

012

Other Equipment Maintenance

Minor request of \$100. to maintain hand truck pallet mover and furniture, etc.

013

Scavenger Service

For scavenger service at the Voting Machine Warehouse, based on past expense - \$400.

014

Telephone - \$8,000

For the normal telephone service to the Registrar's office plus charges for the connection and use of sixteen additional phones for election activities.

015

Postage - \$262,340

November 1979	400,000 pamphlets @ 18¢	= 72,000
	Affidavit Mailing	= 1,500
	Address Correction	= 15,000
	60,000 @ 25¢	= 15,000
	Other postage	= 1,500
		\$ 90,000

Dec. 1979 (Run-off)	385,000 pamphlets @ .084	= 32,340
---------------------	--------------------------	----------

June 1980 - Same as November		= 90,000
California Pamphlets		= 45,000
		\$257,340

Annual Office Miscellaneous

TOTAL Postage 1979-80	5,000
	\$362,340

Reductions in this account will put the City and County of San Francisco in an illegal situation e.g. no foreign language pamphlets, no required purges, a bare-boned pamphlet with no instructional information and possibly less than one City pamphlet per registered voter as required specifically by the San Francisco City Charter.

CITY & COUNTY OF SAN FRANCISCO
BUDGET EXPLANATIONSFISCAL YEAR
1979-80

FINANCE & RECORDS - Registrar of Voters

DEPARTMENT BOARD, ON COMMISSION

01 01001-80 00 00
FUND FUND DEPT DIV SEC
GROUP

016 Printing - \$412,000

The printing costs for the November 1978 Election were \$231,716. The Voter's Pamphlet, consisting of 143 pages, was the largest in memory. Printing includes the Voter's Pamphlets in three languages, Election Officers Guide, Index to Registrar, Ballots, both sample and official, advertising, blank forms and records, etc.

Considering pamphlets with fewer pages for the two major elections in 1979-80, fewer ballots will be printed, etc. and the continuous form type ballot expected for the turn-off, conservative estimates indicate \$175,000 for each of the major election plus \$61,000 for the turn-off and \$1,000 general office use, trilingual signs, etc.

Incremental reductions are indicated elsewhere in the explanations, but large reductions in this appropriation will result in the same situation as described above regarding reductions in postage.

017 Office Machine Rental

The request is to provide for the rental of additional office equipment, eg Automatic Stenlers, typewriters, etc. and primarily the rental of chairs and tables for approximately 950 polling places; also payment of charges for Xerox machine, which approximate \$350.00 per month.

Actual expense for the November 1978 election (7/1/78 to 12/31/78) was \$6,939. Therefore, 16,500, reduced to \$11,500 appears to be a very small (if not inadequate) request.

018 Other Equipment Rental - \$200,000

This is the request which has been included in past budgets for a time purchase payment on a new voting system. This request has not been approved in the past and the necessary system rental where necessary was taken from other appropriate contractual services accounts, mostly the Freight account. The Freight account has been significantly reduced in the 1979-80 budget request so that the funds must remain either as a purchase payment or as a rental if the purchase is not affected.

019 Other Current Expenses

The payment of the Mailing Contractor (who addresses and mails the Voter Pamphlets), contingencies and other unforeseen expenses such as court mandated requirements, advertising, printing, etc. Mailing costs estimate - November \$2,500, June \$5,000.

020 Office Supplies - \$3,000

\$720 was expended during the first half of 1978-79 and our inventory of supplies is almost exhausted. \$3,000 for three elections seems appropriate.

021 Electrical - \$150.

Necessary extension cords, light replacements for polling places.

022 Fuels and Lubricants - \$1,500

Five Van type vehicles formerly used in parking meter collections were assigned to the Registrar (Storage at the Voting Machine Warehouse). The vehicles are used during the year as needed but are put to heavy use during the election periods. In addition, the vehicles rented for election equipment delivery are fueled from this account.

023 Others - \$1,250

Contingencies and other unforeseen expenses eg more Fuels and Lubricants, etc.

024 Other Insurance

1. Insurance on 1676 Voting Machines with an estimated replacement cost of \$2,470,000 is \$3,593.

2. Insurance at Polling Places to protect owner of polling places in case of injury of persons coming to the polling place on Election Day - \$2,500. It would be impossible to secure an adequate number of polling places without the insurance.

CITY & COUNTY OF SAN FRANCISCO

BUDGET EXPLANATIONS

FISCAL YEAR
1979-80

Finance & Records - Registrar of Voters

DEPARTMENT, BOARD, OR COMMISSION

01
FUND
GROUP01001 80 00 00
FUND DEPT DIV SEC

1556

6

- 025 Membership Dues - \$45
County Clerks and Registrar's Assn. Annual Dues.
The benefits derived from being a member of this
association regarding obtainable knowledge as to
procedures and uniform practices, etc. is well
worth the nominal dues. Membership authorized
by Ordinance 4942.
- 026 Property Rent - \$63,000
840 "paid for" polling places X \$25. X three
Elections is \$63,000.
Reduction in this account would cause the same
reactions as explained for the "400 Fees"
account. San Franciscans are accustomed to
near by polling places and will complain strongly
if the number is significantly reduced.
for a run-off from the November election where
large numbers of voters would be assigned a
different run-off polling place than the basic
polling place would cause drastic confusion.
- 027 Capital Improvements - \$28,775
The Registrar of Voters has only a single desk and
two chairs from which to administer the office.
Privacy and discussions with more than one person
at a time is impossible (I'm writing the budget
in a bank type vault). The acoustics in the
office are almost unbearable, as is the ventila-
tion and acoustics in the vote reading room.
Request is based on an estimate of the Bureau
of Architecture, Project Identification No.
235.75.101 and 235.76.101.
- 028 Auto Maintenance - \$1,000
To bring up to safety standards and maintain the
five van type vehicles transferred to the Registrar
from the Tax Collector (Parking Meter Collection
Trucks).
- 029 Special Election Reserve Fund - \$24,113
To bring the Special Election Reserve Fund up
to the \$50,000 as required by Charter Section
9.110.

030 Maintenance Operation - \$158,880

To provide voter registration file maintenance
for the fiscal year plus programming, machine
usage, technical support, teleprocessing tubes,
print-outs, etc. required for three elections.
Amount is as determined by the EDP Section of
the Controllers' office.

031 Printing/Reproduction - \$3,250

Estimate is based on past experience plus
increased requirements anticipated because of
pending legal actions.

CITY & COUNTY OF SAN FRANCISCO
BUDGET EXPLANATIONSFISCAL YEAR
1979-8001 01001 80 00 00
FUND FUND DEPT DIV SEC
GROUP1557
7Finance & Records - Registrar of Voters
Department, Branch, OR COMMISSION
100% Budget Requirement

	Office Adm. Only	Fall Election	Run-Off	Spring Election	TOTAL
10 Regular Misc.	\$ 259,913	0	\$ 10,000	\$ 20,000	\$ 259,913
100 Overtime	500	20,000	0	0	50,500
200 Temporary	9,500	125,000	55,000	125,000	314,500
400 Fees	0	133,000	133,000	133,000	399,000
600 Retirement	49,185	0	0	0	49,185
606 Social Security	16,242	0	0	0	16,242
620 Health Service	7,992	0	0	0	7,992
621 Unemployment Insurance	1,080	0	792	1,532	7,992
621 Unemployment Insurance (Admin)	38	0	0	0	4,936
1110 Auto Mileage	100	200	100	200	600
1202 Freight	0	500	500	500	1,500
1204 Vehicle Rental	0	5,000	5,000	5,000	15,000
1206 Travel	700	0	0	0	700
1216 Outside Auto Maint.	0	100	0	0	300
1216 Office Equipmt. Maint.	100	50	0	100	300
1216 Office Equipmt. Maint.	0	0	0	0	400
1221 Scavenger Service	400	1,500	1,000	1,500	8,000
1232 Telephone	5,000	90,000	32,340	135,000	262,340
1236 Postage	1,000	175,000	61,000	175,000	412,000
1246 Office Machine Rental	0	6,000	4,500	6,000	16,500
1241 Other Equipment Rental	0	66,667	66,667	66,666	200,000
1299 Other Current Expenses	1,000	5,000	1,000	5,000	12,000
1301 Office Supplies	500	1,000	500	1,000	3,000
1335 Electrical	0	50	50	50	150
1336 Lighting	0	0	0	0	0
1355 Household	0	0	0	0	0
1380 Small Tools	0	0	0	0	0
1391 Fuels & Lubricants	500	500	500	500	1,500
1399 Others	500	250	250	250	1,250
1408 Other Insurance	2,500	3,593	0	0	6,093
1440 Membership Dues	45	0	0	0	45
1460 Property Rental	0	21,000	21,000	21,000	63,000
2200 Equipment	0	22,150	0	0	22,150
2690 Capitol Improvements	28,775	0	0	0	28,775
3100 Auto Maint.	100	300	300	300	1,000
3400 Maint. Operations	0	52,960	52,960	52,960	158,880
3187 Special Election Reserve Fund	24,113	0	0	0	24,113
2500 Printing Reproduction	500	1,000	750	1,000	3,250
	\$413,783	\$732,352	\$447,209	\$751,608	\$2,344,952

WORK PROGRAM SUMMARY

TAX COLLECTOR'S OFFICE

DEPARTMENT, BOARD OR COMMISSION

*TOTAL LESS NON-BUDGETED REVENUES.

Page 1

PROGRAM OF FUNCTION	1978-79				1979-80					
	APPROVED	POS.	BASE	POS.	FIRST ADD-ON	POS.	SECOND ADD-ON	POS.	THIRD ADD-ON	POS.
A. Real Estate	\$459,555	12	\$329,232	12	\$344,506	12	\$363,975	12	\$364,892	12
AA. Business Tax	\$1,020,201	40	\$874,003	40	\$877,183	40	\$949,284	40	\$972,076	40
B. Bur. Del. Revenue	\$271,619	14	\$199,633	14	\$240,143	14	\$240,541	14	\$240,839	14
BB. Tax Redemption	\$ 82,257	2	\$ 51,661	2	\$ 70,455	2	\$ 70,945	2	\$ 71,310	2
C. Investigation	\$443,018	19	\$317,949	20	\$318,159	20	\$318,325	20	\$363,420	20
D. Cashier's Div.	\$151,167	10	\$121,065	10	\$121,138	10	\$121,195	10	\$121,240	10
E. Parking Meter	\$253,446	2	\$254,555	1	\$254,555	1	\$254,555	1	\$254,555	1
F. License & Motel	\$265,369	12	\$214,291	12	\$237,875	12	\$238,639	12	\$239,211	12
G. Administration	\$164,782	6	\$143,031	6	\$158,365	6	\$158,487	6	\$158,578	6
H. Unallocated Costs										
I. Equip/Cap. Outlay										
GROSS BUDGET*	\$3,111,414	117	\$2,505,420	117	\$2,622,379	117	\$2,715,946	117	\$2,786,121	117
REVENUE										
Ad Valorem	\$2,312,941		\$1,995,420		\$2,089,379		\$2,181,946		\$2,237,121	
State Subventions										
State Grants										
Fees and Charges	\$ 236,040		\$ 255,000		\$ 278,000		\$ 279,000		\$ 294,000	
Other Revenues	\$ 390,339		\$ 255,000		\$ 255,000		\$ 255,000		\$ 255,000	
TOTAL REVENUE	\$2,939,320		\$2,505,420		\$2,622,379		\$2,715,946		\$2,786,121	
EXPENDITURE DETAIL										
A. Permanent Salaries	\$1,767,936		\$1,378,645		\$1,461,748		\$1,524,679		\$1,576,220	
B. Other Personnel Costs	\$ 69,775		\$ 8,700		\$ 10,013		\$ 16,145		\$ 15,127	
C. Mandatory Fringe Benefits	\$ 483,515		\$ 391,615		\$ 416,073		\$ 434,110		\$ 448,909	
D. Direct Service Contracts	\$ 237,750		\$ 237,750		\$ 237,750		\$ 237,750		\$ 237,750	
E. Operating Expense	\$ 552,438		\$ 488,710		\$ 496,795		\$ 503,262		\$ 508,115	
F. Equip/Cap. Outlay										
GROSS BUDGET*	\$3,111,414		\$2,505,420		\$2,622,379		\$2,715,946		\$2,786,121	
G. Less Salary Savings	\$ 172,094		-0-		-0-		-0-		-0-	
H. ACTUAL BUDGET	\$2,939,320		\$2,505,420		\$2,622,379		\$2,715,946		\$2,786,121	
I. Permanent Employments	117		117		117		117		117	
J. IDMO Employments	1		1		1		1		1	
K. Grant Funded Empl.	6		6		6		6		6	
L. Other Employments										

Page 1

08 02 00 001
DEPT. DIV. SECTION FUND

DEPARTMENT, BOARD OR COMMISSION

2

WORK PROGRAM DETAIL

Name of Program or Function REAL ESTATE DIVISION

Identification from Summary

A

Program Description: Distribute tax bills to property owners and
correc. agents; collect secured (real estate) property taxes for
the City, County, School Districts and other special districts
(B.A.R.T., Pollution Control); assist in the collection of per-
sonal property taxes; and sell at public auction real property
on which taxes are unpaid. State law requires that the tax
collector shall collect all property taxes and sets forth spec-
ific rules, procedures to be followed, and legal requirements
to be met (Revenue and Taxation Code, Sections 2602 et seq.).

1977-78
Actual1978-79
Estimated

Base

First
Add-on1979-80
Second
Add-onThird
Add-on

Program Outputs:

Unit

A. Secured Property Tax collection (In \$1,000)	\$357,715	\$172,000	\$185,000	\$185,000	\$185,000	\$185,000
B. Tax bills issued	153,963	153,900	153,900	153,900	153,900	153,900
C. Public auctions	1	-	-	-	-	-
D.						
E.						

II. EXPENDITURE DETAIL

A. Permanent Salaries	\$127,073	\$147,805	\$ 98,773	\$107,438	\$116,311	\$116,311
B. Other Personnel Costs	44,148	48,316	35	1,348	7,480	6,462
C. Mandatory Fringe Benefits	34,139	40,763	31,155	33,227	35,112	35,112
D. Direct Service Contracts	-	-	-	-	-	-
E. Operating Expenses	187,317	222,671	199,269	202,493	205,072	207,007

- F. Facilities Maintenance
G. Equipment & Cap. Outlay
H.
I.

J. TOTAL REQUESTED FOR THIS FUNCTION	\$ 392,677	\$459,555	\$ 329,232	\$344,506	\$363,975	\$364,892
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III. EMPLOYMENT DETAIL

1977-78
Approved1978-79
Approved

Base

First
Add-on1979-80
Second
Add-onThird
Add-on

A. Permanent Employments	12	12	12	12	12	12
B. IWO Funded Employments	-	-	-	-	-	-
C. Grant Funded Employments	-	-	-	-	-	-
D. Other Temporary Employments	-	-	-	-	-	-
E. Full-Time Employees in Funded Positions	-	-	-	-	-	-
F. Part-Time Employees in Funded Positions	-	-	-	-	-	-

TOTAL :

12

21

12

12

12

12

12

Name of Program or Function BUSINESS TAX DIVISION

Identification from Summary AA

Program Description: The Business Taxes Div. is responsible for the administration of the Business (gross receipts) tax, Pay-roll Expense Tax, Utility Users' Tax, Parking Tax, and Stadium Operator Admission Tax; the key systems employed are: (1) a detailed analysis of tax statements to determine the accuracy of taxes due; (2) maintaining a detailed on-line computer tax posting and taxpayer information and statistical file; (3) deficiency determination and inspection audit program for estimating taxes due for taxpayers who fail to declare, and (4) a postaudit program to determine the accuracy of the Taxpayer's reportings and levy additional taxes.

Program Outputs: if the audit so indicates.

Unit	1977-78 Actual	1978-79 Estimated	1979-80 Second Add-on	Third Add-on
A. Total Dollar Collection (in \$1,000)	\$ 59,866	\$ 60,000	\$ 59,500	\$ 59,650
B. Number of Change & postings	51,068	56,000	55,000	55,000
C. Number of inspections by auditors	55	1,000	0	100
D. Number of Audit Completed.	1,701	1,425	870	955
E.				1,110

II. EXPENDITURE DETAIL

A. Permanent Salaries	\$ 605,619	\$ 674,051	\$550,930	\$604,988	\$621,870
B. Other Personnel Costs	162,868	185,959	154,677	155,493	171,645
C. Mandatory Fringe Benefits	-	-	-	-	176,134
D. Direct Service Contracts	-	-	-	-	-
E. Operating Expenses	159,394	160,191	168,396	170,760	172,651
F. Facilities Maintenance					174,072
G. Equipment & Cap. Outlay					
H.					
I.					
J. TOTAL REQUESTED FOR THIS FUNCTION	\$927,881	\$1,020,201	\$874,003	\$949,284	\$972,076

III. EMPLOYMENT DETAIL

A. Permanent Employments	40	40	40	40	40
B. TMO Funded Employments	1	1	1	1	1
C. Grant Funded Employments	1	1	1	1	1
D. Other Temporary Employments					
E. Full-time Employees in Funded Positions					
F. Part-time Employees in Funded Positions					
TOTAL	42	42	42	42	42

1961

 OR 02 00 001
 DEPT. DIV. SECTION FUND

 TAX COLLECTOR'S OFFICE
 DEPARTMENT, BOARD OR COMMISSION

1961

4

WORK PROGRAM DETAIL

 Name of Program or Function BUREAU OF DELINQUENT REVENUE

 Identification from Summary B

Program Description: The Delinquent Revenue Division was created in 1935 for the purpose of establishing a central bureau for the collection of all delinquent revenues and delinquent accounts receivable (over 90 days old) of all departments and offices of the City and County. In addition, this division collects all personal property tax bills, both current and delinquent. A part of this effort certificates of delinquency are filed and claims are being brought to the Small Claims, Municipal and Superior Courts.

Program Outputs:

Unit	1977-78 Actual	1978-79 Estimated	Base	First Add-on	1979-80 Second Add-on	Third Add-on
A. Unsecured Property Tax collections in (\$1,000)	\$41,363	\$47,000	\$20,000	\$20,000	\$20,000	\$20,000
B. Unsecured Tax Bills	37,664	36,500	37,000	37,000	37,000	37,000
C. Other items processed or abandoned	3,420	9,000	3,500	4,000	4,000	4,000
D. Delinquent Accounts collected	1,313	1,700	1,400	1,600	1,600	1,600
E. Number of Delinquent Accounts (outstanding)	9,013	5,500	6,000	5,200	5,200	5,200

II. EXPENDITURE DETAIL

A. Permanent Salaries	\$181,223	\$186,954	\$141,554	\$172,460	\$172,460	\$172,460
B. Other Personnel Costs	48,731	51,639	39,484	48,590	46,590	48,590
C. Mandatory Piling Benefits						
D. Direct Service Contracts	30,206	33,026	18,595	19,093	19,491	19,789
E. Operating Expenses						
F. Facilities Maintenance						
G. Equipment & Cap. Outlay						
H.						
I.						
J. TOTAL REQUESTED FOR THIS FUNCTION	\$260,260	\$271,619	\$199,633	\$240,143	\$240,541	\$240,839

III. EMPLOYMENT DETAIL

A. Permanent Employments	14	14	14	14	14	14
B. IDMO Funded Employments	-	-	-	-	-	-
C. Grant Funded Employments	1	1	1	1	1	1
D. Other Temporary Employments	-	-	-	-	-	-
E. Full-Time Employees in Funded Positions	-	-	-	-	-	-
F. Part-Time Employees in Funded Positions	-	-	-	-	-	-
TOTAL	15	15	15	15	15	15

WORK PROGRAM DETAIL

TAX REDEMPTION

Name of Program or Function

Identification from Summary

BB

Program Description:

Controls and collects all the delinquent secured property (real estate) taxes sold and deeded to the State, and issues redemption certificates when prior years secured property taxes are completely paid; mandated by State Law in the Revenue and Taxation Code, Sections 4104.4 et seq.

Program Outputs:

Unit

- A. Prior Years Unpaid Parcels
- B. Redemption Payments (in \$1,000)
- C.
- D.
- E.

1977-78 Actual	1978-79 Estimated	Base	First Add-on	1979-80 Second Add-on	Third Add-on
-------------------	----------------------	------	-----------------	-----------------------------	-----------------

3,122 3,000 3,000 3,000 3,000
\$ 5,512 \$ 2,325 \$ 2,300 \$ 2,300 \$ 2,300

II. EXPENDITURE DETAIL

- A. Permanent Salaries
- B. Other Personnel Costs
- C. Mandatory Fringe Benefits
- D. Direct Service Contracts
- E. Operating Expenses
- F. Facilities Maintenance
- G. Equipment & Cap. Outlay
- H.
- I.

\$29,412 \$ 30,686 \$17,852 \$32,218 \$32,218 \$32,218
7,921 8,461 5,609 9,428 9,428 9,428
19,615 43,110 28,200 28,809 29,299 29,664

J. TOTAL REQUESTED FOR THIS FUNCTION

\$ 56,948 \$ 82,257 \$51,661 \$ 70,455 \$ 70,945 \$ 71,310

III. EMPLOYMENT DETAIL

- A. Permanent Employments
- B. IDMO Funded Employments
- C. Grant Funded Employments
- D. Other Temporary Employments
- E. Full-Time Employees in Funded Positions
- F. Part-Time Employees in Funded Positions

1977-78 Approved	1978-79 Approved	1979-80 Requested
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2 2 2 2 2 2

TOTAL

2 2 2 2 2 2

Name of Program or Function INVESTIGATION DIVISIONIdentification from Summary C

Program Description: The Investigation operates in a staff capacity

providing field collection services to the Divisions of Delinquent Revenue, Business Taxes and License. Their main function is to conduct collections pertinent to effecting compliance to the terms of the various tax and license ordinances and payment of delinquent referrals from other City and County Departments. When necessary, legal actions are initiated in either Small Claims, Municipal or Superior Courts to obtain payment.

1976-79 Estimated	1979-80 First Add-on	Second Add-on	Third Add-on
Base			

Program Outputs:

Unit	1977-78 Approved	1978-79 Approved	1979-80 Requested
A. Total Dollar Collections (In \$1,000)	\$ 1,909	\$ 1,920	\$ 1,550
B. Items Investigated / collected	11,474	9,300	7,500
C. Number of calls	19,930	15,300	10,300
D.			
E.			

II. EXPENDITURE DETAIL

A. Permanent Salaries	\$291,333	\$336,532	\$243,017	\$243,017	\$243,017	\$277,676
B. Other Personnel Costs	-	-	-	-	-	-
C. Mandatory Fringe Benefits	78,330	92,834	68,895	68,895	68,895	79,205
D. Direct Service Contracts	-	-	-	-	-	-
E. Operating Expenses	9,549	13,652	6,037	6,247	6,413	6,539
F. Facilities Maintenance						
G. Equipment & Cap. Outlay						
H.						
I.						

J. TOTAL REQUESTED FOR THIS FUNCTION

1977-78 Approved	1978-79 Approved	1979-80 Requested
\$ 379,212	\$443,018	\$ 317,949
		\$318,159
		\$318,325
		\$ 363,420

III. EMPLOYMENT DETAIL

A. Permanent Employments	20	20	20	20	20
B. IDMO Funded Employments	-	-	-	-	-
C. Grant Funded Employments	-	-	-	-	-
D. Other Temporary Employments	-	-	-	-	-
E. Full-Time Employees in Funded Positions	-	-	-	-	-
F. Part-Time Employees in Funded Positions	-	-	-	-	-
TOTAL	20	20	20	20	20

08 02 00 001
DEPT. DIV. SECTION FUND
WORK PROGRAM DETAIL

TAX COLLECTOR'S OFFICE
DEPARTMENT, BOARD OR COMMISSION

Name of Program or Function CASHIER'S DIVISION

Identification from Summary D

Program Description:

The Cashier Division receives, counts and deposits all monies received in the Tax Collector's office. As part of this function identification numbers are placed on the documents. Treasurer deposit forms are prepared daily, total collections are accounted for by revenue source, and the documents are microfilmed.

Program Outputs:

Unit

A. Total Dollar Processed in (\$1,000)

B. Number of Tags Received

C.

D.

E.

II. EXPENDITURE DETAIL

A. Permanent Salaries

B. Other Personnel Costs

C. Mandatory Fringe Benefits

D. Direct Service Contracts

E. Operating Expenses

F. Facilities Maintenance

G. Equipment & Cap. Outlay

H.

I.

J. TOTAL REQUESTED FOR THIS FUNCTION

III. EMPLOYMENT DETAIL

A. Permanent Employees

B. IDMO Funded Employments

C. Grant Funded Employments

D. Other Temporary Employments

E. Full-Time Employees in Funded Positions

F. Part-Time Employees in Funded Positions

TOTAL

	1977-78 Actual	1978-79 Estimated	Base	First Add-on	Second Add-on	1979-80
A. Total Dollar Processed in (\$1,000)	\$530,188	347,000	\$350,000	\$350,000	\$350,000	\$350,000
B. Number of Tags Received	396,669	400,000	400,000	400,000	400,000	400,000
C.						
D.						
E.						
F. Facilities Maintenance	\$101,628	\$113,861	\$ 92,734	\$ 92,734	\$ 92,734	\$ 92,734
G. Equipment & Cap. Outlay	1,877	1,950	-	-	-	-
H.	27,336	31,380	26,840	26,840	26,840	26,840
I.	3,610	4,036	1,491	1,564	1,621	1,666
J. TOTAL REQUESTED FOR THIS FUNCTION	\$134,445	\$ 151,167	\$121,065	\$121,138	\$121,195	\$121,240

	1977-78 Approved	1978-79 Approved	1979-80 Requested
A. Permanent Employees	10	10	10
B. IDMO Funded Employments	-	-	-
C. Grant Funded Employments	-	-	-
D. Other Temporary Employments	-	-	-
E. Full-Time Employees in Funded Positions	-	-	-
F. Part-Time Employees in Funded Positions	-	-	-
TOTAL	10	10	10

WORK PROGRAM DETAIL

TAX COLLECTOR'S OFFICE
DEPARTMENT, BOARD OR COMMISSIONName of Program or Function PARKING METER DIVISIONIdentification from Summary E

Program Description:

The Parking Meter Division collects, sorts, counts and
prepares for deposit all coins paid into all parking
meters in San Francisco.

1977-78

1978-79

1979-80

Actual

Estimated

Base

First
Add-onSecond
Add-onThird
Add-on

Program Outputs:

Unit

A.	Total Dollar Collected (In \$1,000)	\$ 2,666	\$ 3,000	\$ 3,100	\$ 3,100	\$ 3,100	3,100
B.							
C.	Number of Parking Meters	15,562	15,750	15,750	15,750	15,750	15,750
D.							
E.							

II. EXPENDITURE DETAIL

A.	Permanent Salaries	\$138,274	\$ 15,696	\$ 13,493	\$ 13,493	\$ 13,493	\$ 13,493
B.	Other Personnel Costs	-	-	-	-	-	-
C.	Mandatory Fringe Benefits	37,150	-	3,312	3,312	3,312	3,312
D.	Direct Service Contracts	96,390	237,750	237,750	237,750	237,750	237,750
E.	Operating Expenses	2,586	-	-	-	-	-

- F. Facilities Maintenance
G. Equipment & Cap. Outlay
H.
I.

J. TOTAL REQUESTED FOR THIS FUNCTION

\$274,400

\$253,446

\$254,555

\$254,555

\$254,555

III. EMPLOYMENT DETAIL

1977-78
Approved1978-79
Approved1979-80
Requested

- A. Permanent Employments
B. IDMO Funded Employments
C. Grant Funded Employments
D. Other Temporary Employments
E. Full-Time Employees in
Funded Positions
F. Part-Time Employees in
Funded Positions

TOTAL

17

2

1

1

1

1

1966

 08 02 00 001
 DEPT. DIV. SECTION FUND

 TAX COLLECTOR'S OFFICE
 DEPARTMENT, BOARD OR COMMISSION

1966

9

WORK PROGRAM DETAIL

Name of Program or Function LICENSE & HOTEL TAX DIVISION

Identification from Summary

F

Program Description: The License Division collects fees for and issues all permits and licenses authorized by Part III of the Municipal Code. Fees are collected for the department of Public Works, Police, Fire and Public Health. The Hotel Tax is also collected by this Division. A quarterly tax, the key systems are: (1) a collection and posting program; (2) a detailed analysis of tax statements submitted by hotels; and (3) a post-audit program to determine the accuracy of the hotel reportings.

Program Outputs:

Unit

A. Total Dollar Collected (in \$1,000)

B. NUMBER OF LICENSES ISSUED

C. HOTEL TAX STATEMENT PROCESSED

D.

II. EXPENDITURE DETAIL

A. Permanent Salaries

B. Other Personnel Costs

C. Mandatory Fringe Benefits

D. Direct Service Contracts

E. Operating Expenses

F. Facilities Maintenance

G. Equipment & Cap. Outlay

H.

I.

J. TOTAL REQUESTED FOR THIS FUNCTION

III. EMPLOYMENT DETAIL

A. Permanent Employments

B. IDMO Funded Employments

C. Grant Funded Employments

D. Other Temporary Employments

E. Full-Time Employees in

Funded Positions

F. Part-Time Employees in

Funded Positions

TOTAL

	1977-78 Actual	1978-79 Estimated	Base	First Add-on	1979-80 Second Add-on	Third Add-on
A. Total Dollar Collected (in \$1,000)	\$ 14,238	\$ 13,815	\$ 21,450	\$ 21,500	\$ 21,500	\$ 21,500
B. NUMBER OF LICENSES ISSUED	74,059	80,000	75,000	80,000	80,000	80,000
C. HOTEL TAX STATEMENT PROCESSED	1,472	1,454	1,500	1,500	1,500	1,500
D.						
E.						
F. Permanent Salaries	\$134,075	\$141,531	\$109,846	\$127,371	\$127,371	\$127,371
G. Other Personnel Costs	20,000	17,264	8,665	8,665	8,665	8,665
H. Mandatory Fringe Benefits	36,038	39,068	32,190	37,295	37,295	37,295
I. Direct Service Contracts	-	-	-	-	-	-
J. Operating Expenses	86,772	67,506	63,590	64,544	65,308	65,880
K. Facilities Maintenance						
L. Equipment & Cap. Outlay						
M.						
N.						
O. TOTAL REQUESTED FOR THIS FUNCTION	\$ 276,885	\$ 265,369	\$ 214,291	\$ 237,875	\$ 238,639	\$ 239,211

1977-78 Approved	1978-79 Approved	1979-80 Requested
12	12	12
-	-	-
3	3	3
2	2	1
2	1	1
1	1	1
17	17	16
16	16	16

12	12	12
-	-	-
3	3	3
2	2	1
2	1	1
1	1	1
17	17	16
16	16	16

1567

08 02 00 001
DEPT. DIV. SECTION FUND

WORK PROGRAM DETAIL

TAX COLLECTOR'S OFFICE
DEPARTMENT, BOARD OR COMMISSION1567
10

Name of Program or Function CENTRAL ADMINISTRATION

Program Description:

Administratively overseas all collection of taxes and other revenue, the budgeting and appropriation control and record keeping, and all personnel matters in the Tax Collector's office.

Identification from Summary G

Program Outputs:

Unit	None
A.	
B.	
C.	
D.	
E.	

II. EXPENDITURE DETAIL

	1977-78	1978-79	1979-80	1979-80	1979-80
	Actual	Estimated	Base	First Add-on	Second Add-on
A. Permanent Salaries	\$114,179	\$120,880	\$110,446	\$122,087	\$122,087
B. Other Personnel Costs	2,223	2,245	-	-	-
C. Mandatory Fringe Benefits	30,712	33,411	29,453	32,993	32,993
D. Direct Service Contracts	-	-	-	-	-
E. Operating Expenses	8,476	8,246	3,132	3,285	3,407
F. Facilities Maintenance					
G. Equipment & Cap. Outlay					
H.					
I.					
J. TOTAL REQUESTED FOR THIS FUNCTION	\$155,590	\$164,782	\$143,031	\$158,365	\$158,487
					\$158,578

III. EMPLOYMENT DETAIL

	1977-78	1978-79	1979-80	1979-80	1979-80
	Approved	Approved	Approved	Requested	Requested
A. Permanent Employments	6	6	6	6	6
B. IMO Funded Employments	-	-	-	-	-
C. Grant Funded Employments	1	1	1	1	1
D. Other Temporary Employments					
E. Full-Time Employees in					
Funded Positions					
F. Part-Time Employees in					
Funded Positions					
TOTAL	7	7	7	7	7

CITY & COUNTY OF SAN FRANCISCO
BUDGET EXPLANATIONS
FISCAL YEAR 1979-80

1568

02 001 08 02 00
FUND DEPT DIV SEC
GROUP

1

ALL INFORMATION CONTAINED HEREIN IS UNCLASSIFIED
DATE 01-11-2001 BY 60322 UCBAW/BK

REF.

REF.

HOTEL TAX DIVISION

Service Results: The Hotel Tax Division of the Tax Collectors Office is a two employee unit engaged in collecting and auditing the City Hotel Transient Tax. There are only four budget allowances outside of Personnel for this tax. The reason it is set so carefully apart from other budgets is that the Chief Administrative Officer must keep an accurate record of the cost of collecting as the cost must be incorporated into the formula authorizing the CAO to distribute the excess proceeds as provided by City Ordinance.

Consequences: In the four sub-object budget allowances, three allowances are subject to the 90% rule (Controller Instruction No. V Part II, Section 2) and the fourth item of Stationery Forms only has a spread of \$78 between base budget and the third increment which is not considered sufficiently large to necessitate a detailed analysis.

* * Subject to 90% Rule. See Consequences above.

040	001	PERMANENT SALARIES -	\$ 27,911
		Base Budget	27,911
		First Increment	27,911
		Second Increment	27,911
		Third Increment	27,911

MANDATORY PRINCE BENEFITS - \$ 8,312 *

041	0600	RETIREMENT	5,596
042	0606	SOCIAL SECURITY	1,712
043	0610	HEALTH SERVICE	888
044	0620	UNEMPLOYMENT INS.	112
045	0621	UNEMPLOY. INS. ADM.	4
		Total	\$ 8,312

* All four budget levels are the same

OTHER CONTRACTUAL SERVICES - \$ 1,025

046	1233	POSTAGE	800 **
047	1236	PRINTING	225 **

MATERIAL AND SUPPLIES - \$ 650

048	1302	FORMS	\$ 650 **
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OPERATIONS - \$ 7,172

049	3400	EDP	\$7,172 **
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TAX COLLECTOR
DEPARTMENT, BOARD, OR COMMISSION

REF.
701

TAX COLLECTOR

I - A. The Tax Collector is mandated by State law (Revenue & Taxation Code and the Administrative Code) to provide the following services:

1. The collection of secured and unsecured property taxes.
2. The collection and redemption of delinquent secured and unsecured property taxes.

B. The Tax Collector is mandated by local ordinances and other municipal codes to provide the following services:

1. The collection of 129 miscellaneous licenses and fees.
2. The collection and enforcement of business tax (gross receipts tax), payroll expense tax, utility users tax, parking tax, hotel tax, stadium admission tax.

C. The Tax Collector is mandated by the Traffic Code to provide collection and deposit of coins from parking meters.

D. The Tax Collector is mandated by ordinance and Administrative Code Section 10, Article 5, to provide collection of all delinquent accounts receivable (from other departments except utilities) over ninety (90) days old.

II - The major goal of the Tax Collector's office is to provide the most efficient and effective method of collection of taxes, licenses, fees and delinquent accounts as well as Safeguard the City and County's assets. The ultimate aim is to achieve tax equity and the lowest possible incidence of tax delinquency. We also have the responsibility to provide the best service and information concerning taxes and laws to the taxpayers.

	01	001	08	02	00
FUND					
GROUP					

III - The following Tax Collector discretionary programs can be justified on the basis of cost and program effectiveness:

- A. Increased audit and compliance programs.
- B. Increased enforcement of collections of unsecured taxes.
- C. The rapid processing of secured tax payments.
- D. Increased Municipal Court lawsuits and Judgment Execution.

IV - SERVICE RESULTS:

The Tax Collector's Office consists of nine major components as follows:

- A. Collection of \$471 million in secured taxes on 154,497 parcels.
- B. Collection of \$47 million in unsecured taxes on 37,000 tax bills.
- C. Collections of over \$6 million in delinquent secured taxes on 2,300 parcels.
- D. Collection of \$4 million in delinquent bills from other City departments on 5,000 accounts.
- E. Collection of over \$20 million miscellaneous licenses, fees and hotel transient tax under City and County ordinances on 75,000 accounts.
- F. Collection of over \$60 million in gross receipts, payroll expense, parking, stadium operator's admission and utility users taxes on over 55,000 accounts.
- G. Collection of over \$1 million in audit deficiency billing on 1,700 audits annually.
- H. Recovery of over \$8.5 million annually from over 100 complainants filed and over 40 abatees of judgment recorded.
- I. Collection of over 17,500 prior years delinquent business taxes, unsecured property taxes, and licenses with annual recovery of over \$1.9 million.

BUDGET EXPLANATIONS

FISCAL YEAR 1977-80

01	001	00	02	02
FUND	FUND	DEPT	DIV	SEC

3

TAX COLLECTOR

DEPARTMENT BOARD OF COMMISSIONERS

V - CONSEQUENCE SUMMARY:

All functions and services of the Tax Collector's Office are mandated either by State law, Municipal Code, Administrative Code, or Ordinance. The program elements and activities are designed to maximize and expedite the revenue collections either through collection activities and compliance or through discovery and enforcement programs. It is anticipated that staff reductions will have to be made at all levels in order to accomplish the mandatory requirements of reduced budgetary constraints. We will, however, attempt to maintain most collection functions as well as maintain, to a reduced and costly degree, most of our compliance, discovery and enforcement programs in order to minimize the impact on the production of revenues. It should be pointed out, though, that the greater the budget reduction, the greater the adverse impact will be on revenue as there is a direct correlation between levels of collections activity and dollars recovered.

A. Direct impact of staff reductions:

1. Lost interest income from speedy deposit of tax and other revenues.
2. Lost revenue from curtailment of compliance, discovery, and enforcement activities such as auditing and field investigations.
3. Reduction of the level of service now available to the taxpayer and business community (taxpayer information and assistance).
4. Anticipation of possible complete elimination of some programs, such as preferential parking.

B. Indirect impact of staff reductions:

1. Reduced supervision of employees.
2. Reduced man-hours available to control and account for monies collected.
3. Probable greater delinquency rates, particularly in business taxes and licenses.
4. Since processing tax payments will be slower it will have an effect on overall city cash flow.

VI - BASE BUDGET CONSEQUENCES:

Funding at this level will require the reduction of twenty six positions plus all overtime and almost all of the temporary help. These reductions will include the Director of Real Estate, two Cashiers, a Legal Scribe, seven Investigators, eight Auditors, two Collection Clerks and we will have to keep unfilled five other clerical positions through attrition.

The elimination of practically all the temporary help, in addition to the Director of Real Estate, Cashier positions and Information Clerks, will extend the processing time on tax payments on the secured and unsecured roll from three to up to twenty days after the delinquent date. We find that a clerk can process up to 500 payments per day and we hire over twenty clerks to assist in the processing.

In addition our swing shift (3 pm to 12 pm) during extra busy times will be eliminated. We receive 80% of the payments between the first and tenth of December and April. We conservatively estimate \$200 per day per million dollars can be earned on investments. With the receipt of \$100 million in taxes being expanded from the present one to three work days to up to twenty work days for each installment period will result in the lost interest earnings of at least \$50,000. In addition, delinquent notices to homeowners will not be mailed, resulting in a higher delinquency. Accordingly, the level of service to the taxpayers would be greatly reduced. Taxpayers will have to wait up to a week for a duplicate bill and telephone and counter inquiries and payments will take twice as long as process.

Our Small Claims, Municipal Court and Superior Court programs will have to be reduced by at least fifty percent. The impact will result in higher rates of unprocessed delinquent claims and taxes resulting in a backlog of work. Consequently, the recovery of delinquent claims and taxes will be reduced by a minimum of \$50,000 on small claim actions and over \$50,000 (25%) on Municipal Court and Superior Court actions.

TAX COLLECTOR
Department, Board, or CommissionCITY & COUNTY OF SAN FRANCISCO
BUDGET EXPLANATIONS
FISCAL YEAR 1979-8001 001 08 02 00
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The curtailment of the field collection and investigative activities in delinquent Business Tax and Unsecured Property Taxes, necessitated by the reduction of seven investigators, will result in fewer calls and collections. During the fiscal year 1977-78 19,930 field calls were made and \$1.9 million was collected by the staff. The average collections per call was \$95.79. At this level it is projected that there will be a loss of approximately 5,200 field calls and loss of approximately \$323,000 in tax revenue. Administration and supervision of this division will not be at full capacity creating a terrific burden on the division to control, monitor and account for activities. This Division is currently understaffed. In addition, other backlogs will occur resulting in probable higher delinquency rates in business taxes and unsecured property taxes.

In the administration of the various business taxes the clerical duties are of primary importance. Any understaffing of clerical staff must be supplemented by the auditing staff thus reducing our auditing capacity. The role of the audit program is vital to the administration of these taxes. Its impact is twofold. Direct impact on the recovery of tax revenue. (The audit program recovered \$1,267,975 in 1976-77 and \$1,237,840 in 1977-78). The indirect impact is taxpayer compliance and the reduction of delinquencies and tax underpayments.

The following analysis is based on the premise that any reduction of personnel, whether it be clerical or auditing, will directly reduce the auditing capacity. It is important to point out that this analysis attempts to estimate only direct losses of tax revenues. The indirect losses, caused by the lack of strong enforcement programs and regulations, are impossible to estimate, but will be increasingly apparent over the years.

In 1977-78 there were 1,701 audits completed taking 19,351 man-hours. The average hour per audit was 11.7 hours. Average revenue per audit hour was \$62.04. At the base funding level it is estimated that 6,500 audit hours will be lost of the direct loss of \$403,260 in tax revenue.

VII - FIRST INCREMENT:

- A. Service Requests: The additional personnel will allow us to continue our Small Claim program at 100%. Additional clerical positions could be filed to assist in processing payments.

- B. Consequences: Backlogs of delinquent claims will be reduced and a minimum of \$50,000 in additional revenue generated. The additional clerks will allow us to process tax payments faster resulting in increased cash flow and additional interest income on investments. The amount is impossible to estimate. The impact on discretionary programs such as Auditing, field collections of delinquencies, taxpayer assistance, and rapid processing of secured and unsecured tax payments will remain the same. Twenty positions will still have to remain unfilled. All overtime and most of the temporary help will still be eliminated.

BUDGET EXPLANATIONS

FISCAL YEAR 1978-79

TAX COLLECTOR

DEPARTMENT BRANCH OR COMMISSION

01
FUND GROUP001 08 02
FUND DEPT DIV SEC

VIII - SECOND INCREMENT:

1. Service Results: The Municipal Court and Superior Court programs will be reinstated to 100% of 1978-79 level. Taxpayer assistance, duplicate bills, inquiries and counter payments will be reinstated to 75% of 1978-79 levels. The field collection and audit programs will be expanded from Base Budget levels.

3. Consequences: The resumption of Municipal and Superior Court actions should add \$100,000 to the Treasury. The addition of administrative and other staff will allow us to better monitor activities, control and account for monies and thereby keep business tax and unsecured property tax delinquents at the same level as 1978-79. Since some temporary help could be restored at this level, the processing of secured and unsecured tax payments could be reduced to fifteen days from twenty days which would add interest income to the City and County. The amount estimated is \$25,000 annually.

The field collection and auditing programs will be expanded by adding one investigator and an auditor. At this funding level the direct losses of tax revenue is estimated as follows:

1. At this level 5,500 audit hours will be lost or the direct loss of \$341,000 in tax revenues, an increase of \$60,000 in tax revenues over Base level.
2. At this level 4,300 field calls will be lost or the direct loss of \$267,000 in revenue, an increase of \$56,000 in tax revenues over Base level.

Sixteen positions will still have to remain unfilled, all overtime and 80% of temporary help will still be eliminated.

IX - THIRD INCREMENT:

A. Service Results: The field collection and audit programs will be expanded by adding two investigators and two auditors. The additional staff will probably allow us to reduce the processing time of secured and unsecured payments to ten days after delinquency from fifteen days in the second increment.

B. Consequences: The estimated increase in interest income to the City and County by speeding up the deposit of secured and unsecured tax payments is \$50,000 annually. This still leaves us short of \$75,000 in interest income over the 1978-79 level. At this funding level the direct losses of tax revenue from audit and field collection programs is estimated as:

1. 3,700 audit hours will still be lost or the direct loss of \$230,000 in tax revenue, an increase of \$11,000 in tax revenue over the second increment level.
2. 2,600 field calls will still be lost or the direct loss of \$230,000 in tax revenue, an increase of \$106,000 in tax revenue over the second increment level.
3. Twelve positions will still have to remain unfilled as well as elimination of all overtime and 80% of temporary help.

C. In Conclusion: At the third increment level it is estimated that over \$500,000 in tax revenue could be lost over 1978-79 levels with a budget cut of only \$15,000, or three times as much revenue lost as money saved.

CITY & COUNTY OF SAN FRANCISCO
BUDGET EXPLANATIONS
FISCAL YEAR 1973-80

TAX COLLECTOR

Department, Board, or Commission

01 001 08 02 00
FUND FUND DEPT DIV SEC
GROUP

Explanations:

5211 - Vehicle License Public Passenger:
Reduction: from \$60,000 to -0-

The decrease of revenue estimate for next fiscal year is due to the passage of Proposition K which states that: all taxi cab permits and other vehicles for hire permits that are issued by the city and county of San Francisco are the property of the people of the city and county of San Francisco and shall not be sold, assigned or transferred.

5212 - Other Vehicle License:
Reduction: from \$3,000 to -0-

The reduction is also due to Proposition K that was passed last year.

5216 - Neighborhood Parking:
Increase: from \$40,000 to \$50,000

The increase of the estimated revenue for next year is due to the designation of new preferential parking areas and renewal of permits from previously designated areas. Lake Merced area will be the next location to adopt preferential parking permits.

5232 - Tax: permit transfer fee:
Reduction: from \$40,000 to -0-

This again is the result of Proposition K that if there are no transfers, no fees will be imposed.

5244 - Drivers Agents Badges and Tags:
Increase: from \$21,000 to \$25,000

The increase of the estimated revenue is due to increase of some of the fees and licenses that affects the issuance of the badges and the tags like: peddlers license, jitney badges.

7099 - Other General Government charges:
Reduction: from \$40,000 to \$32,000

Bart will be maintaining sharing the 80% that they are transferring to the city and county of San Francisco. The \$.05 per thousand shares for the administrative cost will be retained by the Tax Collector's Office for collecting the taxes on Real Estate property taxes.

9990 - Revenue transfer from:
no change

7046 - Parking Meter Collections:
Increase: from \$3,000,000 to \$3,075,000

The estimate is based on the actual revenue collected for the first 126 collection days of the fiscal year 1973-79. The collection was \$1,556,310.07. The amount collected multiplied by a factor of 1.977 (which is 249 possible collection days divided by 126 days already collected).

1574

FORM 4150

CITY & COUNTY OF SAN FRANCISCO
BUDGET EXPLANATIONS

FISCAL YEAR 1974-75

PAY COMMISSION
EMPLOYMENT BASED ON COMMISSION01 001 08 02 00
FUND DEPT DIV SEC
GROUP

6

REF.

003

001 PERMANENT SALARIES

Base Budget \$ 1,250,774
 First Increment 1,433,437
 Second Increment 1,446,768
 Third Increment 1,551,309

For explanation see Reference 1

003

010 OVERTIME

No amount has been requested as a
 result of the current budget situation.

REF.

004

020 TEMPORARY SALARIES

The amount that has been requested
 will cover salaries of one (1)
 1404 - Clerk for the Preferential
 Parking Permits in our License
 Division. The difference, if any
 will be used to pay salaries of
 temporary help that we use during
 the collection of Real Estate or
 Secured Property Taxes.

The reduction consists of (1) 1404
 Clerk in the Preferential Parking
 Program making it impossible to
 handle any new preferential parking
 districts and approximately 80% of
 the temporary funds used to rapidly
 process secured, unsecured and
 business taxes.

CITY & COUNTY OF SAN FRANCISCO
BUDGET EXPLANATIONS
FISCAL YEAR 1979-80TAX COLLECTOR
DEPARTMENT, BUREAU, OR COMMISSION

01	001	08	02	00
FUND	FUND	DEPT	DIV	SEC
GROUP				

REF.

005

0600 RETIREMENT

Total Retirement (Base Budget) \$ 261,444
 1st Increment Add-on 16,521
 Total Retirement (1st Increment) 277,965
 2nd Increment Add-on 12,143
 Total Retirement (2nd Increment) 290,108
 3rd Increment Add-on 10,156
 Total Retirement (3rd Increment) 300,264

REF.

008

0620 UNEMPLOYMENT INSURANCE

Total Unemployment Insurance (Base Budget) \$ 5,414
 1st Increment Add-on 330
 Total Unemployment Insurance (1st Increment) 5,744
 2nd Increment Add-on 252
 Total Unemployment Insurance (2nd Increment) 5,996
 3rd Increment Add-on 202
 Total Unemployment Insurance (3rd Increment) 6,198

006

0606 SOCIAL SECURITY

Total Social Security (Base Budget) \$79,253
 1st Increment Add-on 5,093
 Total Social Security (1st Increment) 84,346
 2nd Increment Add-on 3,858
 Total Social Security (2nd Increment) 88,204
 3rd Increment Add-on 3,105
 Total Social Security (3rd Increment) 91,309

009

0621 UNEMPLOYMENT INSURANCE - ADMIN. COSTS

Total Unemployment Insurance Admin. (Base Budget) 178
 1st Increment Add-on 12
 Total Unemployment Insurance (1st Increment) 190
 2nd Increment Add-on 8
 Total Unemployment Insurance (2nd Increment) 198
 3rd Increment Add-on 4
 Total Unemployment Insurance (3rd Increment) 202

007

0610 HEALTH SERVICE - CITY MATCH

Total Health Service (Base Budget) \$ 37,296
 1st Increment Add-on 2,220
 Total Health Service (1st Increment) 39,516
 2nd Increment Add-on 1,776
 Total Health Service (2nd Increment) 41,292
 3rd Increment Add-on 1,332
 Total Health Service (3rd Increment) 42,624

CITY & COUNTY OF SAN FRANCISCO
BUDGET EXPLANATIONS
FISCAL YEAR 1979-80

1576

MAN COLLECTIONS
COMMITMENT, BUDGET, OR COUNTERPART

01 FUND GROUP
001 FUND
08 DEPT
02 DIV
30 SEC

8

REF.
010

1001 SPECIAL SERVICE CONTRACT - \$ 237,750

Brinks: For the services of performing all collection functions
from the Street Parking Meter System of the City and
County of San Francisco.

\$ 191,750

Bank of America: For sorting and counting of parking
meter coin collections.

46,000

Total

\$ 237,750 **

** Prior Year Reference: Supplemental Appropriation,
Board of Supervisors File No. 101-78-82,
Final Passage February 5, 1979

* * * * *

REF.
011

1110 AUTO MILEAGE - \$ 1,500

Business Taxes Division - 10 Auditors, use of employees cars
for Tax Collectors Audit work.
Per Man-Day 10 miles @ 18¢ = \$1.80

Field Work Anticipated

19 Auditors using auto for an average of 103 days
per year (19 x 103) equals man-days of 1,957

1957 Man-Days @ \$1.80 =

\$ 3,523

CITY & COUNTY OF SAN FRANCISCO

BUDGET EXPLANATIONS

FISCAL YEAR 1979-80

TAX COLLECTOR
DEPARTMENT, BOARD, OR COMMISSION

01	001	08	02	00
FUND	FUND	DEPT	DIV	SEC
GROUP				

REF.

012

Service Results:

Total Auto Mileage (Base Budget)	\$ 1,245
1st Increment Add-on	75
Total Mileage (1st Increment)	1,320
2nd Increment Add-on	60
Total Mileage (2nd Increment)	1,380
3rd Increment Add-on	45
Total Mileage (3rd Increment)	1,425

Consequences:

Tax recoveries by Auditors and Investigators at out of town locations are directly dependent on the ability of the employee to travel to the taxpayers location. As this mileage reimbursement allowance is reduced audits and collection calls must become fewer with a resultant decrease in this type of revenue recovery.

013

1440 MEMBERSHIP DUES - \$ 55

Dues for membership as authorized by the City and County of San Francisco.

Ordinance 35-72

California Municipal Business Tax Association	\$15.00
California Revenue and Reimbursement Officers Association (Formerly)	
California County Collectors' Association	30.00

Ordinance 8554

County Tax Collectors Association of California	10.00
Total	<u>\$55.00</u>

BUDGET EXPLANATIONS

FISCAL YEAR 1979-80

1578

10

FUND 01 DEPT 02 DIV SEC
GROUP

COMMITTEE REPORT
DEPARTMENT BOARD ON COMMISSION

OTHER CURRENT SERVICES - Subobject 1200

1978-79 Appropriation	\$ 145,800
1979-80 Base Budget 83%	126,040
Decrease	\$ 19,760

Base Budget Consequences:

The decrease would require the elimination from last years services of routine travel expense, \$95.00; a reduction in office machines maintenance by one half, \$2,100.00; Giving up 10 telephones, \$2,400.00; cutting down the reference books, Realty Index, \$400.00 and Street Address Directories, \$405.00; eliminating rental of adding machines at peak collection periods, \$1,560.00 eliminating skip-tracing of delinquent taxpayers, \$455.00; eliminating moving costs, \$350.00; reducing in-house reproduction services, \$1,500.00; reducing postage by not answering any taxpayers mail requests unless they advance the necessary postage stamp, \$6,265.00; arbitrarily reducing legal actions by one half, \$3,250.00 reduce Other Equipment Maintenance by practically the entire amount, \$ 1,000.00.

CONTRACTUAL SERVICES:

First Increment - Plus \$ 5,727.00

- A. Service Requests: This increment will in its entirety increase the postage allowance to a level allowing only the basic mailings for real estate Tax bills, Personal Property Tax bills, Business Taxes self assessment statements and License Division Billings.
- B. Consequences: One of the most important operations of this office is to notify taxpayers of their duty to pay City and County taxes as authorized by law. The most effective means of accomplishing this objective is by mailing out tax and license bills and statements to individual taxpayers. This method results in maximum revenue collections.

Second Increment: \$ 4,577.00

- A. Service Request: This increment would restore full telephone service and the rental of extra adding machines at the peak collection periods.
- B. Consequences: The resumption of our present minimal telephone service provides essentially more service to the taxpayer by having lines available when he calls in. The adding machine rental is an internal equipment backup to support early deposits of peak revenues into the bank to earn additional daily interest.

CITY & COUNTY OF SAN FRANCISCO
BUDGET EXPLANATIONS
FISCAL YEAR 1979-80

TAX COLLECTOR

Department, Board, or Commission

01	001	08	02	00
FUND	FUND	DEPT	DIV	SEC
GROUP				

REF.

014

CONTRACTUAL SERVICES Contr.

Third Increment - \$ 3,435.00

- A. Service Request: Reinststate the Realty index books, Street Address Directories and Skip-Tracing. Also reactivated would be the Office Machines Maintenance account.

- B. Consequences: The Realty Index, Street Address Directories and Skip-Tracing are all working aids of the Delinquent Revenue Division and by the use of these references it is possible to improve collection of arrearages and thereby directly revenues. Office machines maintenance improves efficiency under the heavy working conditions of this office and prevents costly downtime.

The budget reduction of \$6,024 still remaining must cause serious realignment of activities by curtailing our legal collection activities by one half, our internal reproduction printing by half, the entire other equipment maintenance appropriation and the small travel budget of \$95.00. The budget reduction of \$6,024 at this step is a constraint that must eventually be reflected in our operations as reduced revenues.

BUDGET EXPLANATIONS

FISCAL YEAR 1977-78

01	001	03	02	00
FUND	FUND	DEPT	DIV	SEC
GROUP				

MR. C. J. L. L. L.

DRAFTING BOARD ON COMMISSION

015

1201 1201 1201 1201 - \$ 1,412

Municipal Railway Pass Requirement:

20 field employees, one pass each
per month for twelve months equals
240 passes at \$1.00 per pass. Annual

\$ 2,640.00

Cash issued to employees for carfare while
in the performance of their work. These
trips are for Auditors working on one
account for a day or more and are not
frequent enough to warrant investing in
Fast Passes.

Estimated 12 employees - 12 months @ \$3.50
per month

504.00

Total

\$ 3,144.00

016

1208 TRAVEL EXPENSE - \$ 95

Trips to Legislature at Sacramento and other
taxing jurisdiction in the State for inspec-
tion of F.D.P. installation and related matters
having to do with taxation. Continuing con-
sultation trips to neighboring counties and
other jurisdictions regarding taxes, educational
seminars and related topics.

\$ 100.00

017

1218 OFFICE EQUIPMENT MAINTENANCE - \$ 4,200

Contracts for Office Machines Maintenance
amounted to \$7,217.00 for 1977-78. Our
1978-79 projection will total approximately
the same amount.

REF.

018

1219 OTHER EQUIPMENT MAINTENANCE - \$ 1,120

This appropriation is used principally
for the repair and maintenance of
equipment in the Parking Meter Divi-
sion, hand carts, older cans and funnels.
The newer equipment purchased for delivery
approximately May 1979 carries a three
year warranty.

019

1232 TELEPHONE & TELEGRAPH - \$ 11,288

In an office of 117 people collecting over
\$300 million annually in revenues, a
complement of 56 telephones is a positive
necessity.

Projection of telephone use expense for

1979-80 Per month cost for 31 lines, 56

instruments.

Cost

Message Units	\$ 445.00
Long Distance	120.00
Signal and Other	6.00
line Service Charge	494.00

Regular Service
Monthly Billing

\$ 1,065.00

Annual Billing

\$12,780.00

CITY & COUNTY OF SAN FRANCISCO
BUDGET EXPLANATIONS
FISCAL YEAR 1979-80

TAX COLLECTOR

DEPARTMENT, BOARD, OR COMMISSION

01 - 001 - 08 - 02 - 00
FUND FUND DEPT DIV SEC
GROUP

13

REF.

020

1233 POSTAGE - GENERAL OFFICE - \$83,677

REF.

022

1235 SUBSCRIPTIONS - \$ 1,025

Number of Pieces	Postage at 15¢ each
30,000	\$ 4,500.00
193,000	28,950.00
30,000	4,500.00
201,000	30,150.00
64,000	9,600.00
10,000	1,500.00
35,000	5,250.00
40,000	6,000.00
603,000	\$ 90,450.00

Regular Correspondence for Entire Office
Real Estate Tax Mailings
Personal Property Tax Mailings
License Division Mailing
Business Taxes Statement Mailings
Adjustment Notices
Auditors Activities
Investigation Section

Total \$ 90,450.00

021

1234 COPY MACHINES - \$2,925 *

1 Royfax Copying Machine for duplicating letters, documents, accounting worksheets and other printed matter. Cost averages around .0292 cents each copy. Usage is averaging 10,633 copies per month.
(10,633 x .0292 x 12 mo.) = \$ 3,725.80

* Partial separation of old account 03 241, 1978-79 Budget \$4,000.00. See also SO 1241.

Edwards Abstract, a daily newsletter is a breviate of legal documents appearing in the Recorder daily legal newspaper. This office utilizes the Abstracts' information to pick up sales of business and liquor licenses in escrow in order to check against the delinquent taxes due to the City and County of San Francisco. Substantial taxes and penalties are collected through this daily research.

* Required 1979-80 is 1 @ \$295 = \$ 295.00

The Realty Index is the only translator between real estate situs street addresses and the lot and block number system under which all real estate is officially arranged in City Hall for reference. All real estate printed rolls and computer systems are set up in lot and block number.

* Required 1979-80 9 @ \$100 900.00

Street Address Directories are published by the Pacific Telephone Company and are leased to users on a monthly basis. New updated books are issued every six months. This book is a highly valuable tracing source in investigative and collection work. It is a tool that each of the above-mentioned sections need close at hand at all times to assist in collection work.

Required 1979-80 7 @ \$135 945.00

Total \$ 2,140.00

CITY & COUNTY OF SAN FRANCISCO

BUDGET EXPLANATIONS

FISCAL YEAR 1979-80

TAX COLLECTOR

Department Budget vs. Comptroller

01	001	08	02	00
FUND	FUND	DEPT	DIV	SEC
GROUP				

REF.

728

1256 OFFICIAL PRINTING & ADVERTISING - \$24,557

The major portion of this budget is used for publishing the annual Delinquent Tax list.
The 1978-79 delinquent tax publication cost - \$16,875.00

Other official printing includes legal notices of "Tax Due", "Tax Reminder Notices", "Delinquent Tax List", "Agreements of Sale", "Notice of Auctions", "Notice of Intent to sell to the State", "Notice of Intent to Deed to the State". Also, Official Tax Rate announcement card and Important tax information brochure. Delinquent Notice to Taxpayer for January, Delinquent Notice to Taxpayer for May, Duplicate and Over tax payment form, Business Taxes, Ordinance Printing Summary and Rulings Leaflet, Payroll, Parking and Utility Tax Printing ordinances and Summary leaflets. Account also includes binding of Tax Sales Books and binding of Bureau of Delinquent Revenue Record.

Estimated Cost of all above printing -

8,775.00

Total

\$ 25,000.00

024

1241 RENTAL OF EQUIPMENT - \$ 828 *

1 Postage Meter rental (Annual)

\$ 296.00

3 Adding Machines rented annually for Business Division at \$20.00 per month for each machine. Five months usage from February through June.

(3 x 20.00 x 4 mo.)

240.00

11 Machines each for two Real Estate Tax Collections, Fall and Spring, three months each for \$20.00 per month per adder.

(11 x 20.00 x 6 mo.)

1,320.00

Total

\$1,856.00

* Partial separation of old account OE 241,

REF.

025

1268 REALTY SERVICE - 0 -

Tax deeded property to be sold at public auction must have a prior appraisal by the City and County Real Estate Department. These funds are for the appraisal. \$1,000 is necessary as without an appraisal a tax sale cannot be held.

026

1269 OTHER CONTRACTUAL SERVICES - \$ 785

Skip-Tracing:

Aprofessional business service is employed for the important function of tracing persons who have moved away and neglected to pay obligations owing to the City and County of San Francisco.

The Credit Bureau Metro does this work of skip-tracing to locate these persons for \$1.75 each. This company has more complete credit experience records than the Tax Collector's Office, plus their own offices in all major cities of the United States.

\$435.00

Moving Costs:

The Tax Collector's Office has substantial and necessary furniture and equipment moving to be done during the year.

Total

\$ 785.00

BUDGET EXPLANATIONS

FISCAL YEAR 1979-80

TAX COLLECTOR

Department, Board, or Commission

01	001	08	02	00
FUND	FUND	DEPT	DIV	SEC
GROUP				

REF.

1299 OTHER CURRENT EXPENSES - \$10,878

027

Legal Services:

These services consist of fees for employing commercial process servers, out-of-county sheriff's fees for serving processes, out of state process of service fees paid to the State of California and Municipal and Superior Court fees for filing suits to recover delinquencies. 1978-79 estimated expenditures.

\$ 9,500.00

Recoveries made by the Legal Section:

1976-77	\$323,502.00
1977-78	\$505,921.00

* * *

Tax Bills:

Real Estate, Personal Property and Business Taxes Bills must be folded and inserted for mailing.

\$	2,075.00
\$	11,575.00

028

3500 REPRODUCTION SERVICES - GENERAL OFFICE - \$31,000

All form letters and other internal forms used in small enough quantities to warrant micrographing or offset printing are reutilized from the Reproduction Services.

BUDGET EXPLANATIONS

FISCAL YEAR 1977-78

1584

D

FORM #180

1584

16

FUND 01 DEPT 02 DIV 02 SEC
FUND DEPT DIV SEC
GROUP

DEPARTMENT BUDGET OR COMMISSION

229

MATERIAL & SUPPLIES - Subobject 1300

1273-70 Appropriation	\$ 45,641
1273-60 Base Budget 83%	40,190
Decrease	\$ 5,451

Base Budget Consequences:

This decrease would require the elimination from last years budget of two thirds of the Office Supplies, \$2,000.00; all fuel for Investigators Auto, \$ 300.00; all books comprising reference directories and law codes, \$ 1,325.00; replacement auto tires, \$ 50.00; forms comprising entirely printed return envelopes addressed to the Tax Collectors Office for the convenience of taxpayers (who must affix a postage stamp) mailing in payments for taxes and licenses, \$ 3,985.00.

Total reductions \$ 7,668.00

MATERIAL AND SUPPLIES

First Increment - Plus \$ 2,217.00

A. Service Requests: This entire increment would be utilized for printed, self-addressed Tax Collectors return envelopes.

B. Consequences: Experience has shown that enclosing a self-addressed envelope to the Tax Collectors Office envelope providing a taxpayer a convenient way to mail in a remittance speeds up the process of receiving revenue payments.

Second Increment - Plus \$ 1,774.00

A. Service Requests: This increment would continue to be utilized entirely to bring up to full complement the Tax Collectors printed self-addressed return envelope usage.

B. Consequences: Bringing the self-addressed return envelope arrangement back to full quota as this has a direct accelerating revenue producing result.

Third Increment - Plus \$ 1,330.00

A. Service Requests: Fuel and tires for the Investigators auto will be reinstated and \$ 961.00 of the request for Reference Books will be provided.

B. Consequences: The use of the Investigators auto will directly increase delinquent field collections. The budget reduction of \$ 2,347 at this level will continue to penalize this office by denying minimal office supplies which are essentially clerical tools and at our prior year minimum levels provided adequate implementation for solid clerical productions.

CITY & COUNTY OF SAN FRANCISCO
BUDGET EXPLANATIONS
FISCAL YEAR 1979-80

01	001	08	02	00
FUND	FUND	DEPT	DIV	SEC

TAX COLLECTOR
DEPARTMENT, BOARD, OR COMMISSION

REF.

030 1301 OFFICE SUPPLIES - \$ 3,000

Appropriate clerical supplies for one year of 117 employees.

REF.

034 1309 OTHER - \$ 8,641

Tires

One vehicle 2 tires at \$28.00 each \$ 58.00

Replacement Parts

For Postage Meter and other office equipment. \$ 130.00

031 1302 FORMS - \$32,000

The Stationery appropriation is used to purchase the printed real estate and personal property tax bill forms, all envelopes, self-addressed official city license forms, as well as the necessary internal office forms, ledgers and supplies to support the tax collecting operation of bringing in \$508,475,111.

032 1324 BADGES - \$ 1,700

This account has a continuity of annual renewal for about the same quantities each year.

Drivers' Badges cost 96 cents to have manufactured. All drivers of public passenger vehicles must be licensed and issued a drivers' badge. The badges cost the drivers a fee of \$1.00 and are good indefinitely.

Junk fathers' badges cost \$1.99 each to have manufactured. Every junk father must obtain an annual license and badge. The fee is \$9.00 per year.

Total

\$ 2,084.00

033 1391 FUELS AND LUBRICANTS - \$300

Gas and Oil for one Sedan, Investigation Division

Film
For photographing all taxpayers checks moving through this office - over 350,000 individual checks per year. The developed rolls of film recording the check copy of payments are stored as a permanent record. \$ 400.00

DOG TAGS

Tags cost 16 cents each to have manufactured. A tag is issued for each dog upon payment of a fee. 21,662 tags were sold last year for fees totaling \$223,813. \$6,930.00

JITNEY PLATES

These cost \$1.91 each to have made. Each jitney owner must buy a plate for his vehicle annually based on a license fee plus seating capacity. 125 licenses were sold last year for a total of \$2,889.00. 290.00

\$9,133.00

CITY & COUNTY OF SAN FRANCISCO
BUDGET EXPLANATIONS
FISCAL YEAR 1979-80

TAX COLLECTOR

DEPARTMENT BUDGET OF COMMISSION

01 001 08 02 00
FUND FUND DEPT DIV SEC
GROUP

18

1986

035

2260 OFFICE EQUIPMENT

REF.
038

No request this year.

3400 EDP SERVICE - General Office - \$310,785

Electronic Data Processing Division
informed this office that their rate
schedule for the 1979-80 Fiscal
Year will be as follows:

036

3032 CITY ATTORNEY, I.D.W.O. - \$37,115

The Deputy City Attorney is to work with the Tax
Collector in connection with the Business Taxes.
Our resident Office Attorney is working full
time on services for the Tax Collector's office
in the Real Estate Division and the Bureau of
Delinquent Revenue.

Real Estate Division	\$ 134,856
Personal Property Tax	10,128
License Division	45,768
Business/Payroll Tax	83,300
Parking Tax	4,621
Tax Redemption Division	21,078
EDP - I.D.W.O. for paper forms	18,000
*Zip Code programming of	
Real Estate Bill	5,000

037

3100 AUTO MAINTENANCE - \$ 2,000

Minimum automotive maintenance and repair to
keep operating one sedan assigned to the
Investigation Division.

\$ 322,751

CITY & COUNTY OF SAN FRANCISCO

BUDGET EXPLANATIONS

FISCAL YEAR 1979-80

02
FUND 201 08
FUND DEPT 02
GROUP DIV SEC

PAY COMMISSION

DEPARTMENT, BOARD, OR COMMISSION

5171 - Hotel Room Tax:

Increase: from \$17,600,000 to \$19,500,000

The increase is due to a full year of collections of the new 5% rate plus a inflation factor. There was an increase in the tax rate from the usual 6% to 7% effective June 30, 1978.

Configuration	1977-78	1978-79	% of Increase	1979-80
Actuals:				
3rd Quarter	\$3.5M	\$5.5M	157%	\$5.5M
Projected:				
4th Quarter	2.0M		150%	\$4.2M
1st Quarter	2.8M		150%	4.2M
2nd Quarter	3.4M		150%	5.1M
Plus: Inflation factors				\$19.0M
				.5M
Total				\$19.5M

WORK PROGRAM SUMMARY

GOVERNMENTAL SERVICES - RECORDS CENTER
DEPARTMENT, BOARD OR COMMISSION

*TOTAL LESS NON-BUDGETED REVENUES.

Page 1

PROGRAM OF FUNCTION	1978-79		1979-80							
	APPROVED	# POS.	BASE	# POS.	FIRST ADD-ON	# POS.	SECOND ADD-ON	# POS.	THIRD ADD-ON	# POS.
A. Records Center	\$74,676	0	\$87,795	0	\$87,795	0	\$87,795	0	\$87,795	0
B.										
C.										
D.										
E.										
F.										
G. Administration										
H. Unallocated Costs										
I. Equip/Cap. Outlay										
GROSS BUDGET*	\$74,676	0	\$87,795	0	\$87,795	0	\$87,795	0	\$87,795	0
REVENUE										
Ad Valorem	\$74,676		\$87,795		\$87,795		\$87,795		\$87,795	
State Subventions										
State Grants										
Fees and Charges										
Other Revenues										
TOTAL REVENUE	\$74,676		\$87,795		\$87,796		\$87,795		\$87,795	
EXPENDITURE DETAIL										
A. Permanent Salaries	0		0		0		0		0	
B. Other Personnel Costs	0		0		0		0		0	
C. Mandatory Fringe Benefits	0		0		0		0		0	
D. Direct Service Contracts	\$74,676		\$87,595		\$87,596		\$87,595		\$87,595	
E. Operating Expense	235		200		200		200		200	
F. Equip/Cap. Outlay										
GROSS BUDGET*	\$74,911		\$87,795		\$87,795		\$87,795		\$87,795	
G. Less Salary Savings	0		0		0		0		0	
H. ACTUAL BUDGET	\$74,911		\$87,795		\$87,795		\$87,795		\$87,795	
I. Permanent Employments	0		0		0		0		0	
J. IDMO Employments	0		0		0		0		0	
K. Grant Funded Empl.	0		0		0		0		0	
L. Other Employments	0		0		0		0		0	



